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8/27/2001

AGREEMENT

between the

BOARD OF TRUSTEES

of the

GRAND RAPIDS COMMUNITY COLLEGE

and the

FACULTY ASSOCIATION

of the

GRAND RAPIDS COMMUNITY COLLEGE

1995-2001

Grand Rapids Community College

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COLLECTIVE BARGAINING AGREEMENT

This collective bargaining agreement entered into the sixteenth day of February, 1998, by and between the BOARD OF TRUSTEES OF THE GRAND RAPIDS COMMUNITY COLLEGE, hereinafter referred to as the "College", and the FACULTY ASSOCIATION OF THE GRAND RAPIDS COMMUNITY COLLEGE, an unincorporated association hereinafter referred to as the "ASSOCIATION."

ARTICLE 1 PREAMBLE

The College and the Association recognize their mutual obligations pursuant to Act 379 of the Public Acts of 1965 to bargain collectively with respect to hours, wages, and terms and conditions of employment and all other areas subject to bargaining. Both parties have entered into and conducted extended and good faith negotiations where each party has had the right and opportunity to make demands and proposals with regard to all bargainable subjects. Agreement has been reached between the parties hereto, including formal ratification of the terms hereof by the governing body of the Board of Trustees of the Grand Rapids Community College and by the College Faculty represented by the Association.

ARTICLE 2 FACULTY ASSOCIATION RIGHTS

A. RECOGNITION

1. The College recognizes the Association as the exclusive bargaining representative for the Grand Rapid Community College faculty. Faculty includes those persons performing Instructional, Instructional Support and Student Service Activities.

Instructional activity is defined as those activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. Educational change is defined to include: (1) the acquisition or improved understanding of some portion of a body of knowledge; (2) the adoption of new or different attitudes; and (3) the acquisition or measured mastery of a skill or set of skills. The activities may be teaching activities and facilitating activities. The instructional activity includes both credit and non-credit instructional offerings.

Instructional Support Activity includes those activities carried out in direct support of the instructional program. The activities that represent this activity include: (1) activities related to the preservation, maintenance, and display of both the stock of knowledge and educational materials; (2) activities that directly contribute to the way in which instruction is delivered; and (3) activities directly related to the administration of an instructional program.

Student Service Activity includes those activities carried out with the objective of contributing to the emotional and physical well-being of the students, as well as to their intellectual, cultural, and social development outside the context of the institution's regular instructional program. Activities represented include (1) expanding the dimensions of the student's educational and social development by providing cultural, social, and athletic experience; (2) providing those services and conveniences needed by students as members of a student body; and (3) assisting students in dealing with personal problems and relationships, as well as their transition from student to member of the labor force.

Excluded from this unit is the total administrative staff, including those holding positions with management, support services and any subsequent administrative positions created by the Board.

A list of current job titles in the bargaining unit is included in Appendix C.

2. Any new position created during the life of the Agreement will be added to the unit provided it is similar to any position heretofore recognized and/or is appropriate to be placed in this bargaining unit. The College and the Association agree to discuss the placement of any new position.

The College will notify in writing the chief negotiator and all officers of the Association of all job openings at the college. The Association will then notify the College in writing of which positions the Association wishes to discuss.

This process does not limit remedies provided by the appropriate labor relations board.

B. OTHER ORGANIZATIONS

The Board agrees not to negotiate with any other labor representative concerning salary, hours, or working conditions for the duration of the Agreement with respect to employees included in the bargaining unit. Nothing contained herein, however shall be construed to prevent any individual faculty member from presenting a grievance and having the grievance adjusted without intervention from the Association, if the adjustment is not inconsistent with the terms of this Agreement, and provided that the Association has been given an opportunity to be present at such adjustment.

C. INDIVIDUAL NEGOTIATIONS

The College shall not negotiate with an individual or individuals with respect to the hours, terms, wages, and/or conditions of employment of the faculty. At their option, full time faculty members may participate in non-credit community service or Business and Technical Training at the rate applicable to the project. See restrictions on overload assignments in Article 6, section G.

D. ASSOCIATION SECURITY

1. All faculty members in the bargaining unit shall either become and remain members in good standing of the Association or pay the Association a financial responsibility fee in an amount equal to the regular professional dues of the Association.
2. The College will deduct professional dues or the financial responsibility fee by payroll deduction from the salary of any faculty member who authorized such deductions, in writing. Such sums shall be deducted each payday from the salaries of all such faculty. Any amount owed for Association dues or responsibility fee shall be remitted to the Association Treasurer each payday.
3. Persons who do not authorize Payroll deduction of the professional dues or their responsibility fee, shall remit such amounts to the Association each payday. Any amount owed shall be remitted to the Association's Treasurer with a copy of their payroll check stub(s) for the pay period(s).
4. In the event a faculty member does not pay the financial responsibility fee or regular professional dues, the College shall terminate the employment of such faculty member in the manner provided below. The failure of any faculty member to comply with the provisions of this Article is just and reasonable cause for discharge from employment.
5. The procedure to be followed in cases of discharge for violation of this Article shall be as follows:
 - a. The Association shall notify the faculty member of non-compliance by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise such faculty member that a request for discharge may be filed with the College in the event that compliance is not effected.
 - b. If the faculty member fails to comply, the Association may file charges, in writing, with the College and may request termination of the faculty member's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.

- c. Upon receipt of said charge and request for termination, the college shall conduct a hearing. In the event of compliance at any time prior to discharge, charges shall be withdrawn. In the processing of charges, the Association agrees not to discriminate between, or among various persons who may have refused to pay the professional dues and/or financial responsibility fees.
 - d. The employment of any faculty member whose employment is terminated shall be continued in normal function until the end of the semester of the dismissal action.
6. In the event the College, acting on the request of the Association, discharges or attempts to discharge a faculty member for failure to comply with these provisions, the Association agrees to indemnify and hold the College harmless from any and all damages and judgment which may result from such action except for loss which may be caused by the College's negligence.

E. BOARD AGENDA

On the dates of the Board's official meetings a copy of the Agenda with all normal attachments shall be provided for the Association before such meetings. A copy of the approved minutes of Board meetings shall be provided to the Association within ten (10) days after the date the minutes were approved. Agendas and minutes shall be sent to each officer of the Association as well as each member of its negotiating team and to its grievance chair. The Association shall be recognized for presentations as a part of the Agenda at all regular Board meetings.

**ARTICLE 3
FACULTY MEMBERS RIGHTS**

A. RIGHT TO ORGANIZE

Each faculty member shall have the right freely to organize, join, and support the Association for the purpose of engaging in collective bargaining and other lawful activities for mutual aid and protection. The College will not discriminate against any faculty member or faculty members with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association, participation in any lawful activities of the Association, or institution of any grievance, complaint, or proceeding under this Agreement with respect to any term or condition of employment.

B. MEMBER DEFINITIONS

As used in this agreement, "full time", "part time/adjunct", and "temporary full time" faculty are defined as follows:

- Full time - Full time employees are those who are appointed to or employed for continuing employment at the normal workload. Full time employees include hourly employees who work at least 32.5 hours per week.
- Part time/Adjunct - Part time/Adjunct employees are those who are employed at less than a normal workload regardless of the duration of employment. Part time hourly employees are those who work less than 32.5 hours per week.
- Temporary Full time - Temporary full time employees are those who are employed at a normal workload for a specified time period but not on a continuing basis.

C. BUILDINGS AND EQUIPMENT

At reasonable times and hours, the Association shall have the right to use College building facilities for Association meetings when such buildings are open and operating staff is on duty. At reasonable times, the Association may also use office equipment, but not supplies. The Association may post proper Association notices and may use the College's inter-college mail system and other electronic methods. The college shall lease office space to the Association at a rate agreed to by the College and the Association at such time the College deems space is available.

D. RECORDS

The College agrees to furnish to the Association, in response to reasonable requests, all available information in the form maintained by the College for public use concerning the financial resources of the College, which may assist the Association in developing proposals and in processing any grievance or complaint.

E. PROBATION AND TENURE

Any person hired as a full time faculty member will be appointed on a probationary basis up to two (2) years as a College faculty member. The probationary period may be extended for a third year. Notification of the probationary period either being extended for a third year or termination of employment must be in writing at least 60 days before the end of the fourth (academic year) semester of their probationary period. Upon successful completion of the probationary period, full time faculty shall be tenured.

F. TEMPORARY CONTRACTS

Contracts shall be issued to temporary full time faculty.

1. Temporary contracts shall include a termination date.
2. Faculty members with temporary contracts shall be entitled to the same rights and benefits as other full time members.
3. Should enrollment demand result in an individual's continuous employment for four consecutive (academic year) semesters, teaching in comparable subject matter area, a continuous contract shall be offered the following semester. The faculty member may be given a third year probationary period before tenure is granted.

G. ASSOCIATION-ADMINISTRATION MEETINGS

Members of the bargaining unit who by arrangement between Association and college administration participate during working hours in conferences and meetings with the College or its representatives which involve or derive from this collective bargaining agreement shall suffer thereby no loss in pay.

H. PROFESSIONAL BEHAVIOR

The College shall not exercise control of the activities of faculty members except within their assignments. When the faculty member speaks or writes as a citizen he/she shall be free from administrative and institutional censorship and discipline. The faculty member bears a responsibility to clarify the fact that he/she speaks as an individual and not on behalf of the institution.

I. ACADEMIC FREEDOM

Faculty members are entitled to freedom in the discussion of their subject, but they should not introduce into their teaching controversial matter which has no relation to their subject. Faculty members must also recognize that students are free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion. The presence of any communication device during the meeting of a class shall be subject to the faculty member's permission. The only exception is for students who need "reasonable accommodations" in accordance with the Americans with Disabilities Act and similar laws. The exception is granted if the college and the student sign a statement acknowledging the faculty member's ownership of the classroom presentations/materials and they agree to limit the use of communication devices to satisfy the learning needs of that particular student.

J. NOTIFICATION OF DISCIPLINARY CONFERENCE

Faculty member(s) called by the administration to a disciplinary conference shall be notified of the purpose of the conference at the time he/she is summoned. Faculty member(s) summoned and/or the administrator may each have up to two additional people present at the conference.

ARTICLE 4
BOARD OF TRUSTEES RIGHTS

A. RESPONSIBILITIES

The Association agrees that the Board is legally responsible for the operation of the College. No action by the Board or the administrative staff shall violate the expressed terms of this agreement.

B. AUTHORITY

The Board hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States.

C. POLICIES AND PROCEDURES

Terms and conditions of employment and other policies and procedures presently in effect concerning faculty conduct not provided for in this Agreement will be governed by the applicable policies and procedures adopted by the Board.

D. ADMINISTRATIVE STAFF

The Board discharges its managerial rights and authority via the administrative staff. The Board's responsibilities include, without being limited to, the establishment of education policies; the construction, acquisition, and maintenance of buildings and equipment; the hiring, transfer, assignment, supervision, discipline, promotion, evaluation, and termination of faculty. The Board and administrative staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law. The Board, prior to the effective date of any change in the policies and procedures, which directly affect faculty members, shall give the Association reasonable notice (45 days) of such change.

ARTICLE 5
ASSOCIATION-ADMINISTRATION COMMUNICATION

The parties recognize the valuable assistance to be gained from effective communication between the Association and the College. Accordingly it is agreed that the College's representatives and the Association will meet periodically to discuss problems of mutual concern to the parties. Such meetings, and agenda therefore, will be called by agreement between the President of the College, or designee and the President of the Association whenever such a meeting is desired by either party.

Whenever questions arise that are not specifically addressed by the contract the President of the College or his/her designee(s) and the President of the Faculty Association or his/her designee(s) will discuss the matter and reach agreement.

ARTICLE 6
GENERAL WORKING CONDITIONS

A. CALENDARS

1. The 1995-96 Faculty Calendar will be as shown in Appendix A-1.
2. The 1996-97 Faculty Calendar will be as shown in Appendix A-2.
3. The 1997-98 Faculty Calendar will be as shown in Appendix A-3.
4. The 1998-99 Faculty Calendar will be as shown in Appendix A-4.
5. The 1999-00 Faculty Calendar*.
6. The 2000-01 Faculty Calendar*.
7. The 1995-96 CCOT Calendar will be as shown in Appendix A-7.
8. The 1996-97 CCOT Calendar will be as shown in Appendix A-8.
9. The 1997-98 CCOT Calendar will be as shown in Appendix A-9.
10. The 1998-99 CCOT Calendar will be as shown in Appendix A-10.
11. The 1999-00 CCOT Calendar*.
12. The 2000-01 CCOT Calendar*.
13. The 1995-96 Preschool Calendar will be shown in Appendix A-13
14. The 1996-97 Preschool Calendar will be shown in Appendix A-14.
15. The 1997-98 Preschool Calendar will be shown in Appendix A-15.
16. The 1998-99 Preschool Calendar will be shown in Appendix A-16.
17. The 1999-00 Preschool Calendar*.
18. The 2000-01 Preschool Calendar*.

*The calendars for 1999-00, 2000-01 and 2001-02 will be in a similar format as the 1998-99 calendar.

The normal workday for full time teaching faculty shall be between 8:00 am and 5:00 p.m., Monday through Friday. With the permission of the faculty member, classes outside the normal workday may be assigned.

The span of class times on any normal workday shall not exceed seven (7) consecutive hours, without permission of the faculty member.

Classes which end prior to 5:00 p.m. are day classes. Classes meeting Monday through Thursday and ending 5:00 p.m. or later are evening (or night) classes. Classes meeting Friday and ending 5:00 p.m. or later, anytime on Saturday or Sunday are weekend classes. All classes outside of the Academic year are Summer Semester classes.

Exceptions to the normal workday schedule include: Preschool, Culinary Arts (for Heritage Restaurant), Health (for Clinicals), Technology Academic Area (for low enrollment in day classes), (see Appendix D - Departments/Programs and Academic Areas), and classes with times listed as "arranged" in the class schedule. These exceptions to the normal workday are best effected in a cooperative effort between the Faculty and the Administration.

B. WORKLOADS

The normal workloads* for faculty members for the 1995-2001 contract are as follows:

*"Normal workload" is "defined as the aggregate of the number of hours assigned a faculty member within a given academic work year within the prescribed limits.

Normal workload:

1. Librarians and counselors--35 hours per week, or its equivalent in the academic year (See Appendix A.)
2. Teaching faculty members with 42 week contracts will have a full load with 37 (15, 15, 7) contact hours or its equivalent. Non-teaching faculty with 42 week contracts shall work 42 weeks. If either a faculty member or the administration requests a deviation from the normal 42 week contract time schedule, the faculty member and the administrator must mutually agree to the revised work schedule.
3. Assignment of 12 hours in a semester of composition classes will constitute a full load. Current composition courses are BA 101, and 102; EN 097, 098, 100, 101, 102, 243, 244, 246, 247, 248; AND JR 251 and 252.
4. CCOT and Full time Pre School Lab faculty members will have a normal workload of 40 hours per week.
5. For the faculty member who assumes the responsibilities of athletic director, the normal workload will be 18 contact hours per academic year or its equivalent. If two or more persons share the responsibilities, the normal workload shall be adjusted proportionately.
6. For all faculty members other than one, two, three, four or five above, the normal workload will be fifteen (15) contact hours per semester for a total of thirty (30) contact hours, or equivalent, per academic year.
7. All full time faculty members will have the opportunity to complete their normal workload before any provisions of Article 6, Section G, are implemented.

In the event full time faculty members are given additional class assignments to complete a normal workload, the College shall pay overload where such assignment exceeds the normal workload.

The assignment of a given number of hours in one (1) semester shall not be construed to be a necessary determinant for assignment of hours in a succeeding semester.

C. CONDITIONS

1. The general working conditions shall be maintained as in effect at the time of the signing of this agreement except where improvements are provided by the College. Alleged violation(s) of this section shall be pursued under the Type A grievance procedure only.
2. Each faculty member shall be assigned to a department and their normal workload shall be recommended by their department head/program director at their option, with final approval of the Dean. A department head/program director must be a faculty member.

3. No faculty member shall be reassigned from one department to another without discussion of the proposed reassignment with the faculty member. During such discussion, the faculty member has the option of having the presence of the President of the Association or a designee.
4. No faculty member transferred to another position within the bargaining unit shall be terminated as a result of that position being eliminated. Such transferred faculty member shall retain seniority rights in the previously held bargaining unit position.
5. Cooperative Education shall be equated at five (5) students per contact hour. Each faculty member teaching cooperative education shall conduct a minimum of two (2) verified on-site visits per student per course and one (1) evaluative meeting with the supervisor and the individual student near the end of the course. Exceptions shall be granted when visitations are out of the Grand Rapids area or for unusual scheduling circumstances.
6. A faculty member shall be assigned no more than one (1) off- campus day teaching assignment in one (1) day without the faculty member's approval.
7. Any faculty member whose load equals a full time semester load shall be compensated and shall receive fringe benefits equivalent to those received by a full time faculty member for that period of time and at the appropriate rate. See Appendix B. For Part time/Adjunct Faculty, summer semester assignments do not apply to this section. If, however, this happens two years in a row, the person must be offered a Full time appointment for the subsequent semester assuming similar sections are still available. (See Article 3, E. Tenure)
8. **Course Development**

When full time faculty members submit new course offerings upon their own initiative, they will not be remunerated for the effort of writing the courses. However, they have a right of first refusal for the assignment to teach three (3) day sections of the new course(s) they have developed. If the class(es) is/are being offered as overload, the faculty member who developed the course must make the course his/her first and second selection or his/her right to teach the course is forfeited. This section supersedes level one in overload selection. Non-teaching faculty have a right of first refusal for the teaching assignment(s) outside their normal work hours.

When faculty members (including part time) are requested by their Dean to develop a specific new course to serve a specific purpose (e.g., a course required as part of a new program), they will be remunerated for such work at the hourly rate of \$40.00 per hour, but may not necessarily have a right of first refusal on teaching the course. The faculty member and the Dean will agree to the approximate number of hours needed, prior to the start of the work.
9. Faculty members who are requested by their Dean to revise course outlines, in a manner different than the normal course revision process, shall be compensated at \$40.00 per hour. Normal course revisions take up to four (4) hours and are done every three (3) years.

The faculty member and the Dean will agree to the approximate number of hours needed, prior to the start of the work.

10. **Faculty Payment for Test Development and Authorization for Challenge Examinations**

For the development of new challenge examination and manuals of operation, faculty members will be compensated at \$40.00 per hour up to a maximum of 15 hours for each course. Authorization for the preparation of challenge examinations rests with an Instructional Dean. Requests for such authorization should be sent to the Dean.

All test and manual revisions will be initiated and monitored by the appropriate Academic Dean. It is suggested that the tests should have a longevity of three years. Tests and manuals will be assessed for needed revisions by the Dean. In those cases where revision is necessary, payment to the faculty member for needed changes shall be computed at \$40.00 per hour, up to a maximum of 15 hours per course.

The faculty member and the Dean will agree to the approximate number of hours needed, prior to the start of the work.

D. SENIORITY

1. Seniority begins from the individual's most recent appointment date to full time service at the college (GRJC/GRCC) as a member of the Association. In instances where the faculty member has been continuously employed as a member of the Association under a full time temporary contract immediately before a regular full time appointment, seniority begins with the starting date of such continuous full time temporary employment.
2. Department or Academic Area seniority shall begin with the later date of assignment to a Department or Academic Area and the date of commencement of full time work as a Faculty member. Such seniority shall prevail in all questions concerning order of selection of overload assignments consistent with the provisions of Article 6 G. Department or Academic Area seniority is used to determine the order of layoff within a Department or Academic Area.
3. Ties will be broken first by date of written acceptance of employment to a full time position represented by the Association and second, if necessary, by blind draw. This does not supercede ties broken by prior agreement.
4. A faculty member who is transferred to a different Department or Academic Area, at the request of the College shall carry their Department or Academic Area seniority into the new Department or Academic Area. A faculty member who requests and is granted a transfer will use their start date in their new Department or Academic Area as their Department or Academic Area seniority date.
5. A master seniority list indicating length of satisfactory, continuous full time service at Grand Rapids Junior/Community College shall be prepared by the appropriate administrators and issued to the Association no later than 30 days after the beginning of the academic year.
6. Full time faculty released from a faculty assignment to handle full time administrative or support duties shall not be credited with Grand Rapids Community College faculty seniority for the time released. This provision shall be applicable to released time beginning August 23, 1984.
7. Faculty granted an official sabbatical leave from Grand Rapids Community College shall be credited with this leave in determining seniority.
8. Personnel required to attend or participate in military service obligations, other than weekly or monthly drill sessions because of membership in the Reserve Units, shall be credited that time of service toward seniority.
9. Any Grand Rapids Community College administrator returning to the classroom as a full time faculty member will receive credit toward seniority equal to the number of years served as a full time faculty member at Grand Rapids Junior/Community College.

E. STUDENTS AND RECORDS

1. Faculty members shall not allow unauthorized persons in their classes for more than one (1) class session. Unauthorized persons are those who have no evidence of having paid their tuition.
2. Records of individual students shall be maintained by each faculty member for a period of seven (7) years. Upon termination of services, said records shall be left with the appropriate academic dean. Faculty members will be supplied with appropriate grading and record materials on a timely basis. Faculty will have at least one week's notice prior to submission of appropriate records.
3. No class shall be dismissed without prior approval of the appropriate Academic Dean, or designee.
4. There shall be a minimum of twenty-four (24) hours from the time the last exam ends until grades are due in the Registrar's Office.

F. OFFICE HOURS / MEETINGS

1. Teaching faculty (full time) shall be on campus a minimum of five (5) office hours per week (for student consultation) in addition to their normal teaching load. Said hours shall be scheduled where appropriate in both a.m. and p.m. modules, in locations accessible to their students.

So as to best serve the students, office hours will be scheduled in units of no less than 30 minutes in length, posted, and adhered to by the faculty member. Such schedule shall be submitted to the appropriate Academic Dean upon his/her request. If the faculty member will not be in their announced location during these hours, they must communicate the new location by posting notice at reasonable location.
2. The faculty member shall also be available additional times each week on campus for preparation, attendance at meetings related to his/her teaching function, as scheduled by their Dean, or department head/program director. A Faculty member should make reasonable effort to attend these meetings.

G. OVERLOAD

Overload is defined as work not assigned as part of the normal workload. Overload shall be assigned to Faculty members in the following manner.

1. In determining if a faculty member is qualified for an overload assignment, qualifications may include, but are not limited to; areas of study, related work experience, academic achievements related to the overload assignments and the similarity of credentials held as compared to individuals who have taught the same course in the past.
2. Overload can be limited by the Dean of a Faculty member based on the following:
 - a. Criteria
 - (1) During the first year, probationary faculty may be limited to one overload selection per semester.
 - (2) Teacher Performance, including:
 - (a). Allowing persons who have not paid tuition for the class to attend more than one class session.
 - (b) Failure to turn in grades on time.

- (c) Failure to meet classes during the time scheduled, (as stated in official college publication), and for the appropriate length of time.
- (d) Failure to complete commitment after acceptance of an assignment. This shall not apply to faculty who are not able to complete the assignment due to illness (or sick leave) or other justifiable reason.
- (e) Unsatisfactory evaluation. (See Article 14, F. Faculty Evaluations)

b. Process

If the faculty member has demonstrated poor teacher performance, the following process will occur:

- (1) The faculty member will be given a written warning, documenting the unsatisfactory performance, by their Dean stating that improvements must be made and that if improvements are not made corrective action may be taken by the Dean. This warning must be received by the faculty member within 30 days from the end of the semester in which the poor performance occurred and remains in effect for two years from the semester to which the warning relates. A faculty improvement plan shall be developed by the faculty member and the Dean.
- (2) Upon a second, similar infraction, the Dean may limit the overload of a faculty member in the following manner. The Dean must notify the faculty member, in writing, documenting the unsatisfactory performance. Overload limitations must relate to the infraction and the limit may take the following forms:
 - (a) limitation of the number of contact hours
 - (b) limitation of the number of different course preparations
 - (c) limitation of the total number of students
 - (d) restriction of courses allowed for selection
 - (e) other restrictions as agreed to by the affected faculty member and Dean

The Dean shall monitor progress made on the improvement plan, and may limit overload if any unsatisfactory teacher performance continues.

3. Whenever possible, all overload opportunities must be offered and equitably shared among full time faculty members, subject to the limitations of Article 6, section G.2.

4. Classes shall be offered to qualified personnel by rotation according to their seniority. The overload will be offered to personnel in the following order. When all faculty have acquired their maximum overload hours or rejected assignments the process moves on to the next level.

- Level 1 Full time faculty members within a department or academic area who have taught a course as part of their normal workload within the previous five-(5) years. Faculty members may select up to eight (8) hours at this level.
- Level 2 Other qualified full time faculty within the department or academic area
- Level 3 Other qualified full time faculty members and, at the discretion of management, retired faculty members. (It is the faculty members' responsibility to submit in writing their desire to teach in another department. This request should be sent to the Dean responsible for the department in which they desire to teach.)
- Level 4 Returning part time faculty and, at the discretion of the Association President, qualified administrative staff.
- Level 5 Other qualified personnel.

Level 5 Other qualified personnel.

5. Administrative personnel are excluded from the bargaining unit, do not accrue seniority or longevity, and do not pay dues. They are required to pay the responsibility fee.
6. Any faculty member with two or more hours of overload, as a result of the assignment of their normal load, shall have these overload hours be their first round selection.
7. Overload selection will occur after the final day class cancellations have occurred for that semester. A faculty member may tentatively select evening classes, late starting classes, or arranged classes. If such a class is canceled, s/he may reselect an unassigned section s/he is qualified to teach.
8. Classes which are formed after overload selection has occurred, shall be offered to qualified personnel in the order of the lowest amount of overload selected.
9. A faculty member shall not be allowed to select more than 22 contact hours of overload in an academic year and no more than 12 in any one semester.

The administration imposed, without agreement with the Faculty Association, an overload limit for 1996-97 and 1997-98 of 11 contact hours per semester.

Overload shall be limited to 26 hours in the Summer Semester.

The Association and College must mutually agree to any change in these overload limits.

Compensation received from overload, extracurricular, stipends, extra work, extra compensation, team leader, athletic director and additional assignments, (but not including substitute pay or travel time pay), shall be equated to overload and shall count towards these limits, by dividing the dollar amounts by the overload rate. Total compensation from these sources which sum to less than \$450 per semester will not count toward the overload limit.

Part time/Adjunct faculty shall be held to the same limit as full time faculty, (22 per academic year with no more than 12 in any one semester).

ARTICLE 7
SALARY, WAGES AND BENEFITS

A. SALARY SCHEDULES

The salaries of faculty members covered by this agreement shall be set forth in:

Appendix B-1 for Academic Year 1995 -96

Appendix B-2 for Academic Year 1996-97

Appendix B-3 for Academic Year 1997-98

Appendix B-4 for Academic Year 1998-99

Appendix B-5 for Academic Year 1999-2000*

Appendix B-6 for Academic Year 2000-2001*

Appendix B-7 for CCOT for July 1, 1995 – June 30, 1996

Appendix B-8 for CCOT for July 1, 1996 – June 30, 1997

Appendix B-9 for CCOT for July 1, 1997 - June 30, 1998

Appendix B-10 for CCOT for July 1, 1998 - June 30, 1999

Appendix B-11 for CCOT for July 1, 1999 - June 30, 2000*

Appendix B-12 for CCOT for July 1, 2000 - June 30, 2001*

Appendix B-13 for Preschool for July 1, 1995 – June 30, 1996

Appendix B-14 for Preschool for July 1, 1996 – June 30, 1997

Appendix B-15 for Preschool for July 1, 1997 - June 30, 1998

Appendix B-16 for Preschool for July 1, 1998 - June 30, 1999

Appendix B-17 for Preschool for July 1, 1999 - June 30, 2000*

Appendix B-18 for Preschool for July 1, 2000 - June 30, 2001*

*The calendars for 1999-00 and 2000-01 will be in a similar format as the 1998-99 calendar.

B. SALARY FOR OVERLOAD

The remuneration for teaching overload is shown in Appendix B 25.

C. SALARY - EXTRACURRICULAR - PROJECT SEMINARS

The remuneration for all College extracurricular activities is in Appendix E of this Agreement. Appendix F contains the remuneration schedule for project seminars.

D. LONGEVITY

NOTE: Any faculty member hired (reporting to employment) after the end of 1980-81 (May 31, 1981) will be given longevity credit only for Grand Rapids Public Schools/Grand Rapids Junior College/Grand Rapids Community College employment. Faculty members hired after June 30, 1991, will be given credit only for Grand Rapids Community College longevity.

Once earned, these increments accumulate and are paid in all subsequent years of employment at the College.

1. Longevity Service

Faculty will earn longevity service increments and will be paid according to the schedule in Appendix B 19, 21, and 22 on the following timeline:

At the start of each of these years: 13th, 18th, 23rd, 28th, 33rd

CCOT – At the start of each of these years: 11th, 16th, 21st

Preschool Instructors – At the start of each of these years: 6th, 11th, 16th, 21st

2. Longevity Training

Longevity training increments will be paid according to the schedule in Appendix B 20.

To be eligible for an advanced training increment faculty members must complete six credit hours of study between the 12th and 18th year, the 18th and 23rd year, the 23rd and 28th year, the 28th and 33rd year. Faculty members not completing an advanced training unit by the indicated year (18, 23, 28, 33) may complete it and thereafter be compensated anytime before reaching the next five year interval.

Advanced training includes:

- a. Graduate credit
- b. Undergraduate credit
- c. Non-credit Product Service School; non-credit National Science Foundation; National Defense Education Act seminars; professional societies; training programs and workshops as approved under Article 7, section H. (Advanced Training beyond a Master's Degree.)
- d. Continuing Education Units. (Twelve to fifteen hours of instruction shall be equal to one semester hour of credit)
- e. Current and appropriate work experience in an hourly or salaried position in business or industry. (The nature and amount of work experience applicable for longevity credit will be evaluated by the appropriate Dean. Normally, 80 hours of appropriate work experience shall be equated to 1 semester credit of advanced study.)

E. TRAVEL TIME PAY

Travel time to off-campus assigned classes for full time faculty will be compensated at one half (1/2) the overload rate for driving time when the following conditions exist:

1. the assignment is outside the College district, and
2. it is 25 or more miles from the home campus, and
3. the individual is not receiving released time, coop time, or remuneration under appendix E for the same assignment.

F. SALARY SCHEDULE CREDIT

Credit on the salary schedule beyond five (5) years MAY be granted by the President to new (incoming) faculty members for teaching, industry, business and/or military experience and service. The President's decision shall be final and binding.

G. CHANGES IN SALARY

Each faculty member's base salary, (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit) shall be adjusted at the beginning of each semester. The faculty member must provide appropriate credentials (from an accredited institution) in accordance with his/her degree status by the faculty member to the Executive Director of Personnel.

Such Remuneration will be paid for the Fall semester if written verification is submitted on or before September 30, and will be paid for the Winter semester if submitted on or before February 16 and will be paid for the summer semester if submitted on or before June 15. If verification is submitted after the above dates, the additional remuneration will begin at the beginning of the next semester.

H. ADVANCED TRAINING BEYOND A MASTERS DEGREE

Remuneration for advanced training beyond a master's degree is in Appendix B 23.

Courses to be used toward Master plus credit must be graduate level (exceptions solely with prior approval from the appropriate Dean). It is the responsibility of the employee to submit written verification in a timely manner to the Personnel Office. See Article 7, Section G. "Changes in Salary".

Non-Credit Product Service School; non-credit National Science Foundation; National Defense Education Act seminars; professional society training programs and workshops will be recognized for Masters + 10, Masters + 20 or Masters + 30 under the following conditions:

1. Request must be made in writing on the form provided by the College at least ten (10) days prior to the commencement of the course. Such request must include the course name, description, date, and the name of the source of training offering the course.
2. Such courses or workshops must be equivalent to college credit courses.
3. The courses must be related to the faculty member's regular College assignment. The administration's judgment of this condition is final and binding and is not subject to the grievance procedure.
4. Approval or disapproval shall be submitted to the faculty member in writing.
5. Twelve to fifteen hours of instruction shall be equal to one (1) semester hour of credit.

I. SALARY FOR EXTRA WORK

A full time faculty member requested by the administration to work, in his/her regular assignment, outside the academic year or during academic year vacation periods shall be compensated at the rate of two percent (2%) of his/her base salary (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit) per one (1) full week (5 days) of work or four tenths of a percent (.4%) per normal workday.

J. PART TIME/ ADJUNCT SALARIES

Salaries for Part time/Adjunct faculty members teaching shall be the same rate that is paid for overload.

Sections D. "Longevity", O. "Payroll", P. "Insurance", Q. "Payroll Deductions", and R. "GRCC Tuition", shall not apply to faculty members working less than one-half time or to those employed only in the Summer.

Hourly part time shall be paid their hourly rate.

CCOT Instructors shall be paid pro rata based upon a 52 week salary.

K. SUBSTITUTE SALARIES

Faculty members requested by the administration to instruct classes other than their own scheduled classes and accept such assignment shall be paid on a per contact hour basis equal to the overload rate divided by 16. Reasons for such paid substitutions shall be as follows:

1. Absence due to illness of faculty member or death of family members or friends.
2. Absence due to leave without pay.
3. Absence due to leave with pay when such leave is requested by the Administration.
4. Absence due to visitation leave (first two (2) days only).
5. Death of faculty member until a new appointment is possible.
6. To fill vacancies until a regular appointment is made.

L. OVERTIME FOR HOURLY PAID EMPLOYEES

1. Hourly employees who are eligible for overtime shall be paid straight time up to forty (40) hours per week. When an employee is requested by his/her immediate supervisor and agrees to work overtime, overtime shall be paid at the rate of time and one-half for all hours worked over forty (40) and per (1) week. All overtime must be authorized by the employee's immediate supervisor.
2. Hours worked on Saturdays and Sundays shall be paid at the rate of one and one-half times the hourly rate if those hours exceed forty hours (40) for the week. Hours worked on designated college holidays shall be paid at the rate of two (2) times the hourly rate plus regular holiday pay for hours worked, if eligible for the same.
3. Each hourly employee shall receive a paid 15-minute break in the morning and afternoon; and an unpaid lunch break near the middle of their day.

M. COMPENSATORY TIME FOR HOURLY EMPLOYEES

Compensatory time is measured from the number of hours authorized for the position. Compensated time shall be accumulated at straight time up to forty (40) hours per week and at the rate of time and one-half for all hours worked over forty (40) per week. Compensatory time shall be granted as determined by the immediate supervisor. No compensated time shall be accumulated unless authorized by the employee's immediate supervisor.

Compensatory time may be accrued only to the extent allowed by law. Compensated time shall be utilized or converted to pay prior to transferring or changing positions or termination. In the last pay period of the fiscal year, any compensatory time over 40 hours (27 worked hours) in an employee's account will be paid.

N. HOLIDAY PAY (Hourly employees)

The following conditions shall be met for an hourly employee to obtain holiday pay:

1. Hourly full time employees regularly employed for 32.5 hours or more per week shall be paid a full day for each holiday.
2. Hourly Part time employees regularly employed between 20 hours and 32.5 hours shall be paid on a prorated basis according to the average number of hours worked.

- Hourly employees (full and part time) must complete the last scheduled work day prior to the holiday and commence work at the scheduled time the first scheduled workday after the holiday. This section shall not apply when there is proven illness or injury or when a holiday falls within an employee's vacation.

O. PAYROLL

Base salary (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit) will be paid in approximately equal payments beginning not later than the second Friday in September and every two weeks thereafter. The faculty member must select to be paid over twenty (20) or twenty-six (26) pay periods. If a selection is not made, twenty-six (26) pays will occur. This selection will remain in place for subsequent years until changed by the faculty member. Any changes must be made by August 1st. Faculty members hired during the year will have their base salary spread evenly over the remaining pay periods.

Overload compensation shall be distributed throughout the normal paydays in the semester, beginning not later than the third (3rd) pay period after the teaching begins. In the event a normal workload may not be available Winter semester, a faculty member may elect to defer payment for Fall overload until Winter semester.

Overtime (hourly employees), extracurricular, special projects, part time, and other pay will be paid during the pay periods in which it is earned.

If a faculty member's annual load is less than a normal workload, they retain their full time status; however, their base salary is reduced as follows:

- The first two contact hours are reduced at the overload rate.
- The remaining shortfall is reduced on a pro rata basis.

P. INSURANCE

- The insurance benefit program described below shall continue for the duration of this Agreement unless changed by mutual agreement between the Association and the College.

- Hospital-Medical

Each full time faculty member is entitled to the insurance benefits described below. Part time (one-half time or more) shall receive benefits prorated to the amount of time worked.

Hourly employees qualify to receive full benefits with a workload of 32.5 hours or more per week.

Hourly employees working 20 hours or more, but less than 32.5 hours per week shall be paid hospital medical on a pro rata formula using 32.5 hours as the base.

- Carrier

- Present faculty members shall continue to be insured by the carrier with whom they presently have coverage unless they notify the College Business Office of a change on or before the last day of the open enrollment periods of the insurance companies.
- New faculty members shall make a choice of carriers prior to commencing employment.
- No faculty member shall change carriers during the remaining duration of this Agreement, except in (4.) below.
- Faculty members may select Blue Cross-Blue Shield, or HMO insurance.

b. Coverage

(1) Hospital - Medical Insurance

- (a) Single or full-family plan premium paid by the College
- (b) Effective July 1, 1991 Blue Cross Blue Shield Plan A
- (c) The insurance carrier shall be mutually designated by the College and the Association.
- (d) Benefits
 - (1) Non-deductible
 - (2) Semi-private
 - (3) F.A.E.
 - (4) V.S.T.
 - (5) P.D.P. - \$5.00 CO Pay (effective July 1, 1998)
 - (6) Pap smear rider effective August 1, 1988
 - (7) If the faculty member is not in need of such benefits, the College will pay up to an amount equal to the BC/BS single subscriber rate per month toward the Option insurance program or a cash payment in lieu of hospital-medical benefits.
 - (8) hearing
 - (9) mail-order drugs (90 day supply)
 - (10) birth control
 - (11) preferred pharmacy
- (e) The HMOs known as the Blue Care Network and Grand Valley Health Plan will be offered to each employee on a voluntary basis.

(2) Each faculty member must select hospital-medical coverage based on COORDINATION (need and family status) OF BENEFITS. The selections are as listed below:

- (a) Employee with family
- (b) Employee and spouse
- (c) Employee only
- (d) Option program, see Appendix H

Example: If your spouse is not covered with hospital- medical coverage, you should select a) or b). If your spouse has single hospital-medical coverage with his/her employer, you should select c). If your spouse has you covered, you should select d).

- (3) Husband and wife both employed by the College and pursuant to their qualifications may select any of the above but shall not receive double health insurance coverage.
- (4) Any faculty member, via payroll deduction, may select other insurance benefits from the carrier (Blue Cross-Blue Shield or other carriers provided).
- (5) Should a faculty member die during the period covered by this Agreement, continued coverage for the family of the faculty member shall be offered according to the Federal Cobra guidelines. The College will pay the premium for the first sixty days. After sixty days, such cost must be paid monthly in advance by the faculty member's representative.

3. Life Insurance/Death Benefit

The College shall provide each full time faculty member a death benefit or term life insurance coverage equal to one and one-half (1 ½) the employee's base salary calculated as the sum of (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit).

Hourly full time employees receive \$25,000 and hourly part time employees (those working 20 hours or more but less than 32.5 hours per week) receive \$10,000.

Part time/Adjunct faculty employed 6-14 contact hours per week shall have a \$10,000 benefit. Employees employed less than 6 contact hours per week shall have no benefit.

Part time non teaching faculty employed at least 10.5 hours per week shall have a \$10,000 benefit.

4. The additional term life insurance program implemented in 1969-70 shall continue under the following conditions:
- Must have no less than 75% of the faculty members participating or participation pursuant to the insurance company's policy.
 - Must concur with the insurance carrier's rules and regulations.
 - The rate charged to the faculty member, via pay deductions, shall be \$.38 per \$1,000 per month - no rebates.
 - The amount of term life insurance coverage which can be purchased is up to \$20,000, of which the Faculty Association pays the premium on the first \$1000. Any additional purchase is subject to insurance company requirements.
5. The College shall provide not less than \$1,000,000 liability insurance for each faculty member during the time (hours and days) he/she is employed by the College.
6. Long Term Disability effective January 1, 1975
- Will be provided for each full time faculty member who had at least two (2) years of Grand Rapids Community College/Junior College employment with the following stipulations:
 - 90-day waiting period
 - 50% of the faculty member's base salary. (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit)
 - Offsets
 - Social Security
 - Worker's Compensation
 - Michigan Public School Retirement
 - Will be provided for each full time faculty member with at least two (2) years of Grand Rapids Community College/Junior College service and vested in Michigan Public Schools Employee Retirement System (or participating in the Optional Retirement Plan and meeting the requirements of vesting in the Michigan Public School Employee Retirement System), with the following stipulations:

- (1) 60-day waiting period
- (2) 66 and 2/3% of the faculty member's base salary. (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit)
- (3) Offsets
 - (a) Social Security
 - (b) Worker's Compensation
 - (c) Michigan Public School Retirement
- (4) Each faculty member must utilize all of his/her sick leave before becoming eligible for LTD benefits.

7. Dental Reimbursement Program

a. Eligibility and Protection

The College shall provide reimbursement to each full time faculty member.

Reimbursement shall be for the faculty member and dependent/immediate family member (spouse, son, daughter and/or minor child assigned to the employee by a court) for the following dental care protection:

- (1) Scaling and polishing
- (2) Fillings
- (3) Fluoride treatment
- (4) Extraction
- (5) Diagnostic X-rays
- (6) Root canals
- (7) Crowns
- (8) Oral surgery
- (9) Bridge, denture and partials
- (10) Periodontics
- (11) Anesthetics while providing any of the above
- (12) Orthodontics (children to age 19) - Life time per family member **\$1500** maximum
- (13) Oral and maxillofacial surgery
- (14) Teeth sealing

The following are excluded:

- (1) Any service or supplies not furnished by a licensed dentist.
- (2) Any service or supply not reasonably necessary for the dental care of the eligible individual.
- (3) Cosmetic
- (4) Any care provided or reimbursed by other sources.
- (5) Replacement of lost or stolen bridge, denture and/or partials.
- (6) Any portion of a charge for a service in excess of the reasonable and customary charge (the charge usually made by the provider when there is no insurance, not to exceed the prevailing charge in the area for dental care of a comparable nature, by a person of similar training and experience).

- b. Effective Date and Rate of Reimbursement 90% (ninety percent) of actual charge with a maximum of \$1,500.00 for the full family per annum (October 1 to September 30 from 1995 to 1998; beginning July 1, 1998 date of reimbursement changes from July 1 to June 30).

c. Reimbursement Procedure

- (1) The employee must pay the full cost for care protection and submit a copy of the dentist billing and show evidence of payment (canceled check or other documents acceptable to the College) along with the College's dental reimbursement claim form.
- (2) The College will process the claim according to its policies and procedures in effect for all other billings.

8. Vision Reimbursement Program

a. Eligibility

- (1) The employee must be a full time faculty member.
- (2) Dependents are:
 - (a) The employee's spouse
 - (b) The employee's son, daughter, step-children, adopted children, and/or children assigned to the employee by the court as defined within the meaning of the United States Internal Revenue Code.

b. Services and Material Covered

- (1) Vision examination by:
 - (a) Optometrist
 - (b) Ophthalmologist
- (2) Correctable Lenses by Prescription
 - (a) Regular
 - (b) Contact
- (3) Frames

c. Services and Materials not Covered

- (1) Cosmetic purposes
- (2) Non-corrective lenses
- (3) Vision therapy
- (4) Medical or surgical treatment of the eyes
- (5) Replacement of lost lenses or frames
- (6) Charges to which benefits are provided under Worker's Compensation, other laws, other insurance, or other Board policies, rules, etc.
- (7) The cost of any service and/or material or of any combination thereof over the tri-annual allowance.

d. Payment and Amount of Reimbursement

(1) Payment

The employee pays the full charge for service and materials stated in b. above administered to those eligible outlined in a. above.

(2) Reimbursement

The College shall reimburse the employee 80% of actual charge (which the employee paid) not to exceed \$1100 for the period July 1, 1995 through June 30, 1999 and \$700 for the period July 1, 1999 through June 30, 2001.

- (3) External and Internal Coordination Benefits shall apply to all eligibility claims. In no case shall the reimbursement be greater than the amount stated in d.2. above.

e. Reimbursement Procedure

- (1) The employee must pay the full cost for care protection and submit copy of the doctor's billing and show evidence of payment (canceled check or other documents acceptable to the College along with the College's vision reimbursement claim form.
- (2) The College will process the claim according to its policies and procedures in effect for all other billings.

Q. PAYROLL DEDUCTIONS

In addition to payroll deductions provided for in Article 2, Section D.1., payroll deductions will also be available to the faculty members on a mutually agreed basis for the Grand Rapids Teacher's Credit Union, for the purchase of United States Savings Bonds, for the United Way, for any annuity program approved by the College and for insurance premiums. Such deductions shall be remitted to the recipients within three business days of the dates of the payroll to which it relates.

The College shall not be liable for any errors or losses in the administration of this provision unless it is shown that the College was negligent in the care and handling of the monies involved.

R. GRAND RAPIDS COMMUNITY COLLEGE TUITION REIMBURSEMENT

Grand Rapids Community College faculty members, their spouses, retired Community College/Junior College faculty members and their spouses who enroll in and complete any courses offered by the college, but not exceeding four (4) credit hours per semester shall be reimbursed tuition and fees.

S. PARKING

Faculty members shall be provided free of charge parking space to be used ONLY by the faculty member for that time which he/she is employed by the College. In the event the faculty member violates the parking rules established by the College, this benefit may be revoked.

One lost card will be replaced free; additional lost cards will be replaced for \$5.00 each. Damaged cards due to normal wear and tear will be replaced free.

T. AUTOMOBILE VANDALISM AND/OR THEFT

Reimbursement to the faculty member (one-half time or more) for validated damage to personal automobile property due to vandalism and/or theft shall be made under the following conditions:

1. The faculty member is acting in the line of duty when such loss occurs and the automobile is parked in the designated area as assigned by the appropriate college administrator.
2. Such loss occurs during the time the faculty member was acting in the line of duty.
3. The faculty member's insurance carrier or the faculty member has paid the first claim, (during the duration of this Agreement under conditions 1. and 2. above) except the College will pay the first \$100.00 or the claim whichever is less.
4. The items damaged or stolen are attachments to and are regular accessories of the automobile.
Note: Tapes, CDs and add-on audio equipment systems are not considered to be a regular accessory.
5. The automobile was secured (windows locked, doors locked).

6. The damage was properly reported to campus security immediately after the discovery of loss.
7. The faculty member signs the claim form stating the damage and/or loss was, to the best of that faculty member's knowledge, done while he/she was acting in the line of duty and stating the location in which the auto was parked. At least two (2) estimates from reputable local businesses shall be attached. The forms will be obtained from the Business Office located at 143 Bostwick NE.

U. TUITION REIMBURSEMENT FOR FACULTY MEMBERS

The College shall reimburse tuition to faculty members under the following conditions:

1. Qualifications

- a. Full time faculty members, except for temporary full time, may qualify.
- b. Faculty members on leave of absence without pay for study purposes may qualify provided the faculty member is not eligible for other sources of tuition reimbursement.
- c. Faculty members on leave of absence with pay shall not qualify.
- d. Course work may not interfere with the faculty member's assignment. Exception shall only be by approval of the President or designee.
- e. Any faculty member eligible to receive tuition reimbursement must return to College employment prior to payment.

2. Course Approval

- a. Request must be made in writing on the form provided by the College at least ten (10) days prior to the beginning of the course. Such requests must include the course number, name and description, date, and the name of the university or college offering the course.
- b. Such courses must be college credit or workshop equivalent to credit courses.
- c. The course must be related to current and/or prospective College offerings. The administration's judgment on this condition is final and binding and is not subject to the grievance procedure.
- d. Approval or disapproval shall be submitted to the faculty member in writing.

3. Tuition Reimbursement Rates

- a. Courses taken at the University of Michigan, Michigan State University, or Western Michigan University shall be reimbursed the regular tuition rate charged.
- b. Courses taken at other institutions shall be reimbursed at the regular tuition rate charged but shall not exceed the highest current rate of the universities referred to in a. above.

4. Maximum Number of hours Per Fiscal Year (12 months) For Tuition Reimbursement

- a. Four (4) semester hours or
- b. Six (6) term hours or
- c. Combination of the above not to exceed the equivalent of either 4.a OR 4.b.
- d. A two-year allotment may be taken simultaneously provided the faculty member is enrolled in a course or courses which begin in one (1) fiscal year and terminate in the next fiscal year.

5. Tuition Reimbursement Application Procedure
 - a. Pre-approval of course by the Executive Vice President or designee (see 2., Course Approval) must be obtained.
 - b. The faculty member must satisfactorily complete the course.
 - c. Submit the tuition receipt to the approving party in a. above for payment authorization.
 - d. The Business Office shall make payments according to its procedures.

V. PROFESSIONAL EXPENSES

1. Expenses incurred for each full time faculty member who has received an official leave to attend professional meetings or conferences during the year shall be reimbursed as follows:

1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01
\$375	\$375	\$375	\$200	\$200	\$500

Division Chair, Department Head/Program Director as follows:

1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01
\$400	\$400	\$400	\$200	\$200	\$500

The faculty member will be paid actual expenses incurred or an amount totaling the IRS rate per mile driven to and from his/her destination. Claims for such reimbursement shall be made within 6 months from the time of expenditure. Reimbursement is on the basis of invoices or receipts for room and meals. Said allotment may also be used to pay expenses for professional activities and/or professional publications; and/or professional dues.

For 1995-96 and 1996-97, each division shall receive the amounts listed above for each full time faculty member and divisional chairperson. At the end of the year if all funds in the division have not been expended, the balance will be prorated to faculty members who incurred expenses above their yearly allotment.

Beginning with the 1997-98 fiscal year, each department or academic area shall receive the amount listed above for each full time faculty member. These amounts shall accumulate each fiscal year. If a faculty member submits reimbursements(s) in excess of his/her accumulated amount, the excess amount shall be reimbursed the following fiscal year(s). (No carry over of allotment of expenses will extend beyond the life of this contract.)

At the end of the contract, if all funds in the department or academic area have not been expended, the balance will be prorated to faculty members who incurred actual expenses above their allotment. If there still remains undisbursed amounts, they shall be retained by the department area to be expended at their faculty's discretion.

2. Travel Reimbursements - Faculty members assigned to off-campus class(es) shall be reimbursed for the exact cost of parking at such off-campus class(es) upon submission of receipts for such parking costs. Travel reimbursement shall be made according to the IRS rate when such faculty member use their personal automobile. If faculty members so assigned elect not to use their personal automobile, they shall be provided with a College car provided same is available.

W. ASSAULT ON A FACULTY MEMBER

1. If a faculty member acting in the line of duty, is assaulted, the incident shall immediately be reported to the College.
2. In cases of injury inflicted on a faculty member while acting in the line of duty and which is properly reported, work time lost by the faculty member shall not be charged against the faculty member's sick leave. The College shall pay the difference between Worker's Compensation and the faculty member's regular base salary, (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit), not to exceed two (2) years so long as the employee remains in employee status with the College.

X. RETIREMENT PAY

The college will contribute the required contribution amount for employee in the Basic Plan. The college will contribute at the same rate for employees in the Member Investment Plan. This rate is determined annually by MPSERS.

As to eligible faculty who elect to participate in an Optional Retirement Plan, the College will contribute eleven percent (11%) of W-2 earnings, excluding cash payments in lieu of health insurance, provided that the employee also authorizes the deduction and contributes three percent (3%) of W-2 earnings.

Any faculty member who meets the requirement of the Michigan Public Schools Employees Retirement System and has completed at least ten (10) years of service with Grand Rapids Junior College/Community College shall receive upon retirement \$40.00 for each day of unused sick leave or \$45.00 per year of service, whichever is the greatest. Prior Grand Rapids Public School service will be recognized for any faculty employed prior to July 1, 1992.

Y. WELLNESS

The faculty and their dependents are entitled to enjoy the full benefits of recreational and Health Club activities and equipment of the Ford Fieldhouse, as the building is available. This includes free Full Service Memberships in the Ford Field House Health Club. The faculty members and families will abide by the rules of operation which apply to other full service members.

ARTICLE 8
LEAVES OF ABSENCE WITHOUT PAY

GENERAL PROVISIONS (Only apply to sections A, C, D, E of this article)

1. The provisions of this Article apply only to full time faculty.
2. The College shall return a faculty member who has been on a leave of absence to the same or comparable position, if one exists, or any other position mutually agreed to by the employee and the administration.
3. The College shall reemploy any faculty member returning from an approved leave of absence at the beginning of a semester, unless otherwise mutually agreed.
4. All requests for leave of absence will be applied for and granted or denied in writing. The faculty member must apply for the leave at least sixty (60) days prior to its commencement, except in cases of emergency, urgency or leaves of two weeks or less.
5. The faculty member must notify the President or designee, in writing, of his/her intention to return from such leave at least ninety (90) days prior to the beginning of the Winter semester and/or one-hundred twenty (120) days prior to the fall semester. Failure to comply with this condition indicates that the faculty member is automatically resigning from the employment of the College. These timelines do not apply for leaves of two weeks or less.
6. No benefits will accrue for any faculty member while on a leave of absence except as otherwise stated herein. Upon return from such leave, the faculty member's unused sick leave benefit which had been accumulated at the time the leave commenced will be restored to him/her.

A. PERSONAL ILLNESS

Any faculty member who has been afflicted with extended personal illness will be granted a leave of absence up to one (1) year upon application thereof. Such application must be accompanied by a physician's certificate of recommendation supporting same. Such leave shall be without pay and without increment advancement. This leave shall, upon request, be renewed each year for two (2) additional leaves of one (1) year each. The College may require at its expense a medical examination as a prerequisite to reinstatement after any such leave. In the case of extended family illness such leave would be given consideration.

B. FAMILY AND MEDICAL LEAVE ACT

Faculty are required to use paid leaves which will be charged as leave under the Family and Medical Leave Act of 1993.

As appropriate based on conditions of employment:

1. Requests for leaves of absence under the Family and Medical Leave Act (hereinafter called Act) shall comply with the Act.
2. Employees are required to use paid vacation days for family leave as defined under the Act.
3. Employees are required to use accumulated paid sick leave days for FMLA leave because of serious personal illness or serious illness of family, as defined by the FMLA.
4. In determining the 12 months in which FMLA leave may be taken, a rolling twelve (12) month period measured backward from the last leave date will be used.

C. MILITARY

Any faculty member who is inducted or enlists in any branch of the Armed Forces of the United States will be granted a leave without pay. Upon return from such leave, a faculty member shall receive full credit on the salary schedule for the time served provided the faculty member has received an honorable discharge or honorable release from active duty, submits a written request for re-employment within ninety (90) days from the date of discharge and is still qualified and competent to perform teaching duties. It is the responsibility of the faculty member to submit to the Executive Vice President the official documents to support the above activity.

D. SELF-IMPROVEMENT THROUGH STUDY

A leave of absence without pay for up to one (1) year with renewal privileges will, upon approval of the President, be granted for any tenured faculty member who desires to study in his/her major or minor field or any other field approved by the President. The faculty member will, provided he/she was engaged as a full time participant in such study program and upon return from such leave receive full credit on the salary schedule for the first year of such leave. The College has the option to grant additional step or steps or not to grant additional step or steps for any leave extended with the President's approval.

E. DEPENDENT CHILD CARE

1. The College shall grant, upon request, a one-year dependent child care leave without pay to faculty members. The College may renew such leave annually. The College agrees to give the faculty members granted such leave the first opportunity to fill the same or a comparable position to that held before going on leave.
2. The above child care leaves of absence procedure shall also apply to faculty members who adopt a child.
3. Faculty members returning from leave complying with the provisions of this section shall be placed on that step of the salary schedule from which they went on leave unless they were employed for at least fifty (50) percent of their last teaching year in which case they shall be advanced to the next step.

F. ASSOCIATION LEAVE

A leave of absence for one (1) faculty member, up to one-half time, shall be granted upon application for the purpose of serving as a representative of the Association.

G. OTHER LEAVES

Other leaves of absence without pay may be granted by the College.

ARTICLE 9
LEAVES OF ABSENCE WITH PAY

A. SABBATICAL LEAVE

1. Professional leave is a leave for a sabbatical and/or professional activity.
2. All faculty members shall be eligible for one (1) year sabbatical leave after completing no less than six (6) years and for each such period of actual professional service at the Grand Rapids Junior/Community College uninterrupted by anything other than approved leave of absence.

Granting of sabbatical leaves shall be in accordance with the policies and procedures pertaining thereto (see Board Policy 6.10, Sabbatical Leaves, adopted December 13, 1993).

To apply for a sabbatical leave the faculty member shall submit a proposal on the appropriate form to the sabbatical review committee. The sabbatical review committee shall include the academic deans and at least one department head/program director from each school. The committee shall review all proposals and make a recommendation to Cabinet for final approval.

The College will pay such faculty members one-half of the base salary, (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit) which they would ordinarily receive.

The following academic year the faculty member must return to Grand Rapids Community college and render at least two (2) consecutive years of satisfactory service.

3. A one (1) semester sabbatical leave may also be granted under the same terms, as in A.2. above, except the obligation to return to the Grand Rapids Community college shall be for one (1) year. After a one (1) semester leave, the faculty member is eligible for one (1) more semester leave.
4. A one (1) semester sabbatical leave may also be granted under the same terms, as in A.2. above, except with full base salary (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit) and under the following provisions.
 - a. The Administration and Association shall encourage such sabbaticals to be taken during the winter semester.
 - b. The administration and the Association shall encourage disbursement of the students into remaining regular classes.
 - c. A leave granted under this Section (A.4.) shall be counted the same as a leave under Section A.2. in terms of eligibility and obligation.

B. SICK LEAVE OR BEREAVEMENT

1. Every full time faculty member shall be granted ten (10) working days of leave with pay per academic year subject to the limitations herein. (Eleven (11) days shall be granted for 42-week faculty, and twelve (12) days to CCOT faculty per fiscal year.)

Sick leave shall be deducted in increments not less than ½ of one day.

2. Sick leave benefits for full time faculty members employed in the evening, weekend, and/or summer semester shall be granted one day leave with pay, up to the number of days s/he works per week. These days are granted each semester and are not cumulative.
Part time faculty shall be granted one day leave with pay, up to the number of days s/he works per week. These days are granted each semester and are not cumulative.
3. With the approval of their dean, the faculty member may make up the missed sessions beyond those provided for the day or days previously deducted.
4. Faculty shall provide advance notice of absences to the proper administrative offices whenever possible; otherwise notice will be provided as soon as possible.
5. Leave time may be used for absence from duty because of personal illness, injury, or on orders of a physician to remain absent due to exposure to disease. In cases subject to the Worker's Compensation Law, such leave time may be used to supplement Workers' Compensation so that the total amount paid an employee shall equal, but not exceed, his/her base salary (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit) for the period of absence from duty.
6. Leave time because of death in the immediate family of a faculty member shall not exceed the remaining portion of the week in which death occurs plus five (5) additional workdays.
 - a. Leave time for death of other relatives shall not exceed five (5) working days.
 - b. Leave time for death of friends shall not exceed two (2) working days.
7. Leave time because of the illness or injury of a relative or friend shall be granted for emergency arrangements and shall not exceed two (2) working days per absence.
8. Leave time used shall be deducted from the faculty member's leave bank, except for bereavement.
9. Unused sick leave shall be cumulative and shall be credited to the full time faculty member's leave bank.
 - a. The annual allocated leave days credited shall have unlimited accumulation and shall become effective when the employee reports for duty, as authorized, at the beginning of the academic year.
 - b. Full time faculty hired after the beginning of the academic year shall be granted sick leave on a pro-rated basis, one day per month worked.
10. Any employee absent because of personal illness, injury, or on orders of a physician to remain absent from duty due to exposure to disease for more than ten (10) working days in any one (1) year may be required by the President of the College, or designee, to provide a medical statement by a physician certifying that the employee was unable to be on duty during such absence. The President of the College, or designee, at his/her option, may require approval of any such medical certificate by another physician selected by him/her.
11. Accumulated sick leave time shall no longer exist upon termination of employment except when a leave of absence is granted by the College.
12. Employees who are absent both before and after a holiday for which pay is granted will not be paid for that holiday except when absence is due to proven illness or injury.
13. Hourly employees receive sick leave pay equal to the average number of hours worked per day.

C. OTHER LEAVES

Leaves for other purposes with full pay not chargeable against the faculty member's sick leave days shall be granted for the following reasons:

1. In the event an employee is summoned for jury duty or is under process of any court for the purpose of being a witness in a legal case, a special leave of absence with pay shall be granted for that purpose, provided such employee shows to the immediate supervisor the court order or subpoena upon receipt thereof. When possible, faculty members should attempt to have their jury duty obligations postponed until a time which has minimal affect on their ability to fulfill their assignments.

While assigned to jury duty, the employee shall receive his/her normal rate of pay. Payment received from the court for jury duty services (excluding expenses for mileage, parking and/or meals with proper receipts) shall be remitted to Grand Rapids Community college. Reimbursements are to be forwarded to the Personnel Office.

2. Demonstrated Court required appearances.
3. Visitation to and/or participation in educational programs or conferences wherein provision for maintenance of assignment can be made by the faculty member to the satisfaction of the college administration except for three (3) working days provided for this purpose by the College and in those instances wherein such leave is by administrative request. Application forms provided by the College shall be submitted to the President or his/her designee no less than five (5) working days prior to the date of leave. Approval or disapproval shall be given in writing to the faculty member prior to the requested leave date. Part time/Adjunct faculty may participate in educational conferences with prior approval of the Executive Vice President and his/her designee. Such leaves shall be taken in increments not less than half of one day.
4. Attending any function when so requested by the administration.
5. Persons on leave from their day assignment to attend professional conferences shall also be on a paid leave from any evening assignments.

D. FACULTY MEMBER PERSONAL LEAVE

1. There may be personal conditions or circumstances which may require faculty member absenteeism for reasons other than heretofore mentioned. Such leave, not to be accumulated nor deducted from sick leave, may be used under the following conditions:
 - a. This leave shall be used in situations of urgency or for conducting personal business.
 - b. Each faculty member desiring such leave shall submit written notification with his/her Dean and department head/program director at least five (5) working days in advance of the anticipated absence. In cases of emergency, a faculty member shall provide such notification as soon as possible.
 - c. Such leave shall not be used for seeking other employment, working with remuneration, or leaves covered under Article 9, B. Sick Leave.
 - d. Such leave shall not be allowed for the first or last day of the school year nor on the first working day preceding or following a vacation period or holiday.
 - e. It is not intended that these days be used for recreational activities or for group actions as a part of any labor dispute.

Exceptions to this will be granted at the discretion of the faculty member's dean.

2. A faculty member may take a maximum of two (2) days per contract year (may be used during summer semester if faculty member has an assignment). Such leaves shall be taken in increments not less than half of one day.

E. ASSOCIATION PRESIDENT LEAVE

Upon written request from the Association, the Association President shall be granted a leave from his/her assignment up to 10 hours per semester with base salary (step from salary schedule, longevity service, longevity training, degree, advanced training beyond a masters degree and G credit) and benefits provided the Association shall reimburse the College for the full cost of such salary and benefits.

F. VACATION (CCOT employees)

1. Entitlement – First Year

- a. Employees will be given a full year credit for their first year if they were hired on or before December 31. The employee will be advanced five (5) days of vacation with pay after six (6) months of continuous service. The remaining five (5) days will be credited at the beginning of the next fiscal year.
- b. Each employee employed after January 1 shall earn one (1) day for each five (5) weeks or the majority thereof. These shall be credited on July 1 of that fiscal year.

2. Entitlement – after first year

After the first year, vacations shall be earned on the fiscal year (July 1 to June 30) as follows:

1-5 years completed	10 days/year
6-10 years completed	15 days/year
11-20 years completed	20 days/year
21 + years completed	22 days/year

3. Each full time employee shall be able to carry over unused vacation days to the end of the current calendar year.

In the event an employee does not use all of his/her earned vacation days by the end of the calendar year, the unused days, not to exceed five (5) days, can be credited to the employee's sick leave bank.

The employee shall notify Payroll in writing, no later than December 31 of each year, of the number of days to apply to the sick leave bank.

4. Scheduling of vacation must be approved by the supervisor.
5. Management and support levels will receive the same mandatory vacation days as the instructional staff.
6. Vacation pay shall be paid in the same manner as regular pay.
7. When an employee leaves employment of the College, all vacation earned to that date will be paid to the employee.

**ARTICLE 10
GRIEVANCE PROCEDURES**

A. DEFINITIONS

1. A grievance is a claim by one (1) or more faculty members or by the Association that there has been a violation or misapplication of any term of this Agreement or of any rules, order or regulation of the College affecting the terms and conditions of employment of Community College faculty members.
2. Types of Grievance
 - a. Type A - A claim based upon an event or condition which is not included in this Agreement which affects the welfare or condition of employment may be processed through Level Four (4) but will not be arbitrable.
 - b. Type B - A claim based upon a violation or improper application of this Agreement may be processed through Level Five (5) including binding arbitration.
3. If a grievance is to be filed, it must be done at Level One by the aggrieved faculty member or members. If, however, he/she or they desire not to do so, the Association may file that grievance on behalf of such faculty member or members. If any individual grievant desires not to join in signing or processing a grievance, his/her identity shall not be disclosed during the processing of the grievance under this Article nor shall the College be required to take any action, including the payment of back pay, with respect to any such faculty member who declines to sign or file the grievance.
4. Any grievance filed by the Association shall be filed at Level Two within thirty (30) days after any official of the Association has or reasonably should have had knowledge of the occurrence of the event giving rise to the grievance.
5. In the event a "class" (a large group of faculty members are directly affected) grievance is filed, individual signatures may be waived by mutual agreement in writing between representatives of the Association and the College.

B. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal as may be appropriate at any level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any faculty member having a grievance as defined in A.2.a. of this Article to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is consistent with the terms of this Agreement.

C. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the faculty member within the time limits specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. In the event the administrator fails to take appropriate action within the time limits specified, the grievance is eligible for submission by aggrieved to the next level of the grievance procedure. The time limits specified may, however, be extended by mutual agreement between the aggrieved and appropriate College

representative at the particular level involved. The Association and the College will jointly design the grievance form. A supply of the forms shall be on file with the Association and the Executive Director of Personnel. Grievances shall be processed as follows:

1. Level One

- a. A faculty member shall within ten (10) working days of having knowledge of a grievance orally discuss the matter with the appropriate college administrator (such administrator shall be designated by the Vice President of Human Resources) with the objective of resolving the matter informally. If the aggrieved is not satisfied with the disposition from the oral discussion and he/she wishes to further pursue the matter, he/she shall file the grievance in writing to that appropriate administrator. The written grievance must be submitted within five (5) working days following date of oral discussion. Copies shall be submitted by the aggrieved to the Executive Director of Personnel and the Association.
- b. The appropriate administrator shall within five (5) working days of the filing date submit a written answer to the aggrieved with copies to the Executive Director of Personnel and the Association.

2. Level Two

- a. If the aggrieved is not satisfied with the written disposition of the grievance at Level One, he/she may within five (5) working days after receipt of the written answer in Level One file written notice thereof to the Executive Director of Personnel stating the reason for dissatisfaction.
The aggrieved shall submit a copy of his/her written notice to the Vice President of Human Resources. At this level, the grievance must be co-signed by the aggrieved and the Association.
- b. Within five (5) working days of receipt of such grievance, the Executive Director of Personnel will meet with the aggrieved to discuss the issue. Association representatives may be present and shall be present at the request of either the Executive Director of Personnel or the aggrieved. A written answer shall be given within five (5) working days after such meeting. Copies of this answer shall be submitted to the Association and the Vice President of Human Resources.

3. Level Three

- a. If a satisfactory settlement cannot be concluded in Level Two, the aggrieved may within five (5) working days after receipt of the written answer in Level Two submit written notice of dissatisfaction to the Vice President of Human Resources.
- b. Within ten (10) working days of receipt of the written grievance, the Vice President of Human Resources shall meet with the Association representative as soon as practicable in an effort to resolve the grievance. The faculty member or members who filed the grievance shall be present at the request of either the Vice President of Human Resources or the Association. A written answer shall be given within fifteen (15) working days after receipt of the written grievance. Copies shall be submitted to the President, the aggrieved, and the Association.

4. Level Four

- a. If the grievance is not resolved to the satisfaction of the aggrieved, it may within five (5) working days thereafter be transmitted to the Secretary of the Board with a statement of the reasons why it is being appealed. At its next regular meeting, the Board will consider the grievance and may hold a hearing thereon, may designate one or more of its members to hold the hearing, or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board or committee thereof shall make a final decision thereon within fifteen (15) days after that regular meeting.

5. Level Five

- a. If the decision of the Board is not satisfactory to the aggrieved and the matter is a grievance as defined in A.2.b., above, the grievance may be submitted to arbitration by written notice given by the Association within fifteen (15) days after receipt of the Board's decision. An impartial arbitrator shall be promptly selected by the parties to decide the matter. If they cannot agree as to the arbitrator, he/she shall be selected in accordance with the rules and procedures of the American Arbitration Association or the Michigan Employment Relations Commission.
- b. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement, and he/she shall have no power to alter, add to or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be final and binding on all parties.
- c. The fees and expenses of the arbitrator shall be shared equally by the College and the Association.

D. TIME LIMITS

No grievance or claim shall be processed unless initiated and carried to the next step within the time provided herein or as extended by mutual agreement.

E. DEMOTION AND DISCHARGE

In the event a faculty member with College granted tenure is demoted or discharged, the process of the Teacher Tenure Act shall apply. The arbitrator shall, to the extent possible, act as if he/she were sitting on the State Tenure Commission and shall render his/her decision on the same basis and using the same standards as those applied by the State Tenure Commission.

Any probationary faculty member not on a continuing contract shall be employed for the ensuing year unless notified (in writing) at least 60 days before the close of the academic year that his/her services will be discontinued.

F. NON-GRIEVABLE ITEMS

The following matters shall not be the basis of any grievance or claim filed under the procedure outlined in this Article:

1. The termination of services or failure to reemploy any probationary teacher.
2. The placing of a non-tenure teacher on a third year of probation.
3. The Preamble

**ARTICLE 11
NO STRIKE CLAUSE**

A. NO STRIKE

During the term of this Agreement neither the Association nor any persons acting in its behalf nor any individual faculty member will cause, authorize or support, or take part in any strike (i.e., the concerted failure to report for duty, or the concerted absence of faculty members from their positions, or concerted stoppage of work or abstinence in whole or part from the full, faithful, and proper performance of the faculty members' duties of employment).

B. DISCIPLINE OR PENALTIES

Willful violation of this Article by any faculty member or group of faculty members will constitute just cause for discharge and/or the imposition of discipline or penalties. Nothing contained herein shall restrict the College in the exercise of any rights granted to it by law in connection with the violation of any of the provisions of the Article.

C. VIOLATION

Violation of any terms, sections, or provisions of this Agreement by any faculty member or members shall constitute just cause for disciplinary action up to and including discharge.

ARTICLE 12
LAYOFF, RECALL & NEW POSITIONS

A. LAYOFF

For reasons of over-staffing, the Board may cause the necessary number of faculty members to be laid off without pay and without benefits under the following procedure:

1. The Board shall request and consider voluntary layoffs first.
2. Mandatory layoffs of full time faculty members, in addition to the above, shall take place in inverse order of seniority within each subject matter discipline or a department/academic area plan which is accepted by both the Faculty Association and the College.
3. Notice of layoff of full time faculty shall occur no less than 60 days prior to the end of the College's fiscal year.
4. In the event the college administration elects to remove an academic program, the Board shall provide a sixty day layoff advance warning to faculty members affected by such removal.

Should a CCOT external funding source withdraw funding with less than sixty (60) days notice, the CCOT faculty member affected by such program removal will receive a minimum of 14 days notice.

5. A Part time/Adjunct faculty member may be employed so long as no qualified full time faculty members are on layoff. Divisional, Department/Academic Area precedent(s) will be used to determine qualification.

B. RECALL

1. Recall shall be within subject matter discipline but in inverse order of the faculty placed on the mandatory layoff list (full time faculty) and followed by recalling those faculty members who were placed on the voluntary layoff lists or by implementing a department or academic area plan which is accepted by both the Faculty Association and the Board.
2. Within five (5) working days of receipt of notice of recall, the faculty member must notify the Executive Director of Personnel in writing of acceptance of recall. Failure to do so results in loss of right to reemployment.
3. Faculty on layoff are responsible for providing the Executive Director of Personnel written notice of the telephone number and address to which notice of recall is to be made.
4. No new employee shall be appointed while there are available faculty members on the layoff list who are qualified to fill the vacancy and provided that the recalled faculty member reports to his/her assignment within fifteen (15) calendar days from the date of recall notification or unless otherwise mutually agreed to by the parties involved.

The College may temporarily cover the faculty member's duties during this fifteen day period.

5. Upon recall all credit and benefits to the faculty member in effect at the time of the layoff shall be reinstated.

C. NEW POSITIONS

The following procedure will be in effect when new position(s) within the bargaining unit are established during this Agreement:

1. The College will develop a job description and wage rate for the new position.
2. The job description and wage rate, as developed by the College, will be explained to the Association's representative. The rate may be installed without agreement subject to adjustment as provided below.
3. When a wage rate for a new position is installed, the faculty member affected may, at any time within ninety (90) days from receipt of the job description and rate, file a Type B. grievance alleging that the classification is improperly described and/or that such new rate does not bear a fair wage relationship to the wage rate structure in this agreement. Such grievance shall be adjusted under the grievance procedure of this Agreement. If such grievance is settled at any step of the grievance procedure, the settlement shall be effective as of the date when the employee or employees were assigned to the new position.
4. The College will notify in writing the chief negotiator and all officers of the Association of all job openings at the college.

**ARTICLE 13
MISCELLANEOUS**

A. AGREEMENT COPIES

Copies of this Agreement shall, at the expense of the College, be presented to all faculty members.

B. CONTRARY TO LAW

If any provisions of this Agreement or any application of this Agreement is found to be contrary to law, such provisions or applications shall not be deemed valid and subsisting except to the extent permitted by law; but all other provisions or applications shall continue in full force and effect. At the request of either party, the invalid practice is subject to negotiations.

C. PRIOR AGREEMENTS

Both parties, at this time, have made every attempt to incorporate all past memos of understanding into this agreement. Both parties agree to review any memos of understanding that may be discovered subsequent to the signing of this contract, for incorporation into the agreement.

D. FACILITIES PRIORITY

The Community College program shall have first priority in the use of facilities normally assigned to Community College.

E. TUBERCULIN SKIN TESTS AND/OR X-RAYS, TEST, AND INOCULATIONS

If required by law, upon verification of cost, the college will reimburse faculty for the cost of a tuberculin chest x-ray and/or tuberculin skin test.

In addition, the college shall provide, at no cost to the employee, to each faculty member so desiring, all medical tests and inoculations required or recommended to carry out safely the professional responsibility of an instructor of Grand Rapids Community College wherever these tests are recommended by a recognized government health agency.

F. DISTANCE LEARNING

See two (2) Memos of Understanding in Appendix I.

ARTICLE 14 NEGOTIATIONS

- A. Re-negotiation of this agreement for the subsequent years shall be commenced no later than June 15, 2001. Such negotiations shall include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement shall be reduced to writing and signed by the Board and the Association.
- B. If the negotiations described in section A above have reached an impasse, the procedure described in Act 379 and its amendments of the Michigan Public Acts of 1965 will be followed.
- C. This Agreement incorporates the agreement reached by the parties on all agreed issues which were subjects of negotiation. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within knowledge or contemplation of either or both of the parties at the time they negotiated or signed this agreement.
- D. Neither the Board nor the Association shall have any control over the selection of the bargaining representatives of the other.
- E. SPECIAL CONFERENCES

The Association and the College agree to using special conferences between the administration and the association, to be held at regularly scheduled times and at other times as needed. The agenda of special conferences will be mutually agreed to by both parties. If these special conferences result in mutual agreement to amend the contract, such amendments will be reduced to writing and signed by both parties.

F. FACULTY EVALUATIONS

A process and the tools for evaluation will be mutually determined by the Administration and the Association. Every effort shall be made to have a new process in place by October 1, 1998. If this is not completed by that date, a temporary process will be agreed upon for implementation for the Fall semester, 1998, while improvements to the new process continue.

**ARTICLE 15
DURATION OF CONTRACT**

This Agreement shall be effective as of August 28, 1995 and shall continue in effect until August 27, 2001.

The Board of Trustees of the
Grand Rapids Community College

BY Jackson R. Day
Its Chairperson

BY Richard W. Kerby
Its Secretary

BY Robert Bartudge
Its Chief Negotiator

Faculty Association of the
Grand Rapids Community College

BY Thomas M. Hofmann
Its President

BY Elaine Tandermeulen
Its Secretary

BY Richard D. Godfrey
Its Chief Negotiator

Appendix A
CALENDARS

A-1

Faculty Calendar

1995 1996

JANUARY							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31				

FEBRUARY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28					27	28	29	30	31		

MARCH							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28	29	30

APRIL							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30							29	30	31				

MAY							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

JUNE							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	3	4	5	6	7	8	9
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30		24	25	26	27	28	29	30
							31						

1995-96 ACADEMIC YEAR

ADMINISTRATION DAYS 4

HOLIDAYS 4

INSTRUCTIONAL DAYS 162

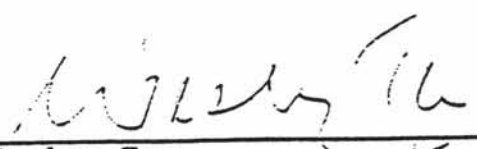
TOTAL DAYS 170

MEMO OF UNDERSTANDING
between the
BOARD OF TRUSTEES
of the
GRAND RAPIDS COMMUNITY COLLEGE
and the
FACULTY ASSOCIATION
of the
GRAND RAPIDS COMMUNITY COLLEGE

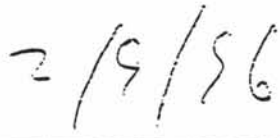
Both parties mutually agree to accept the attached Calendar, for the purpose of meeting the ACS requirement of 800 minutes per credit hour. Semesters will be renamed as indicated.

It is further agreed that lecture classes will meet 51 minutes per scheduled hour to meet the 800 minute requirement. Classes will begin at the printed time, not 10 minutes later.

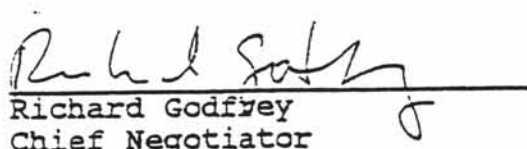
There is an increase of one (1) professional development (C-3) day. Faculty are encouraged to cover classes without additional cost to the College. This addition brings the total professional development days to three (3) for each year.



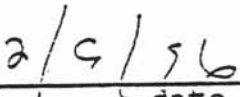
Wesley Teo
Chief Negotiator
GRCC



date



Richard Godfrey
Chief Negotiator
GRCC Faculty Association



date

SPRING 1996

A May 13 -- May 31
B May 13 -- June 28
May 27 No classes

SUMMER 1996

C June 3 -- August 9
D July 1 -- August 16
July 4 & 5 No classes

Meeting times calculated by Division Chairs to meet 800 minute requirement. All grades due no later than August 19, 1996

FALL 1996

August 26 Monday
August 27 Tuesday
September 2 Monday
~~November 6~~ ~~Wednesday~~
November 28 Thursday
November 29 Friday
December 13 Friday
December 16 Monday
December 17 Tuesday
December 18 Wednesday
December 19 Thursday
December 20 Friday

Division/Individual Faculty Prep
Classes Begin
Labor Day
~~Advising Day~~ RDS
Thanksgiving Recess
Thanksgiving Recess
Classes End
Final Exams
Final Exams
Final Exams
Records Day
Records Day/Final grades due

WINTER 1997

January 6 Monday
January 7 Tuesday
March 3 - 7 Monday-Friday
~~March 19~~ ~~Wednesday~~
March 28 Friday
May 1 Thursday
May 2 Friday
May 5 Monday
May 6 Tuesday
May 7 Wednesday
May 8 Thursday
May 9 Friday

Division/Individual Faculty Prep
Classes Begin
Spring Recess
~~Advising Day~~ RDS
Good Friday
Final Exams
Final Exams
Final Exams
Final Exams
Final Exams
Records Day
Records Day/Final grades due
Commencement

SPRING 1997

A May 12 -- May 30
B May 12 -- June 27
May 26 Memorial Day

SUMMER 1997

C June 2 -- August 8
D June 30 -- August 15
July 4 No classes

Meeting times calculated by Division Chairs to meet 800 minute requirement once dates have been negotiated. All grades due no later than August 18, 1997

Wesley Teo
Wesley Teo
Chief Negotiator
GRCC

2/9/96
date

Richard Godfrey U
Richard Godfrey U
Chief Negotiator
GRCC Faculty Association

2/9/96
date

MEMO OF UNDERSTANDING

between the

BOARD OF TRUSTEES

of the

GRAND RAPIDS COMMUNITY COLLEGE

and the

FACULTY ASSOCIATION

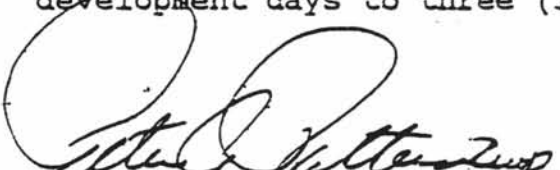
of the

GRAND RAPIDS COMMUNITY COLLEGE

Both parties mutually agree to accept the attached Calendar, for the purpose of meeting the ACS requirement of 800 minutes per credit hour.


It is further agreed that lecture classes will meet 50 minutes per scheduled hour to meet the 800 minute requirement.

There is an increase of one (1) professional development (C-3) day. This addition brings the total professional development days to three (3) for each year.


Peter Patterson
Chief Negotiator
GRCC

cl

1/22/97
date


Richard Godfrey
Chief Negotiator
GRCC Faculty Association

1/22/97
date

FALL 1997

August 25	Monday	Admin & Dept/Individual Faculty Prep
August 26	Tuesday	Classes Begin
September 1	Monday	Labor Day
November 27	Thursday	Thanksgiving Recess
November 28	Friday	Thanksgiving Recess
December 15	Monday	Classes End
December 16	Tuesday	Final Exams
December 17	Wednesday	Final Exams
December 18	Thursday	Final Exams
December 19	Friday	Final Exams
December 22	Monday	Records Day/Final grades due

WINTER 1998

January 6	Tuesday	Admin & Dept/Individual Faculty Prep
January 7	Wednesday	Classes Begin
March 2 - 6	Monday-Friday	Spring Recess
April 10	Friday	Good Friday
May 1	Friday	Classes End
May 4	Monday	Final Exams
May 5	Tuesday	Final Exams
May 6	Wednesday	Final Exams
May 7	Thursday	Final Exams
May 8	Friday	Records Day/Final grades due Commencement

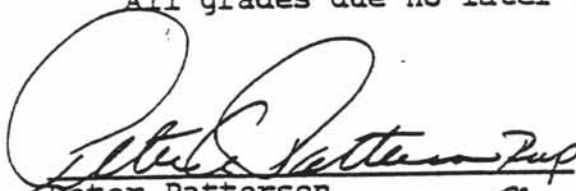
SPRING 1998

A May 11 -- May 29
B May 11 -- June 26
May 25 Memorial Day

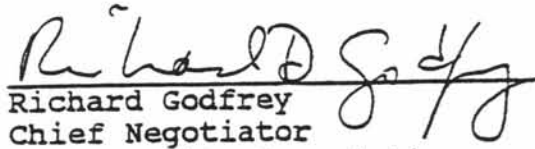
SUMMER 1998

C June 1 -- August 14
D July 6 -- August 21

All grades due no later than August 24, 1998


Peter Patterson
Chief Negotiator
GRCC

1/22/97
date


Richard Godfrey
Chief Negotiator
GRCC Faculty Association

1/22/97
date

NIKE =
copy

New Calendar

MEMO OF UNDERSTANDING

* Approved *

between the

BOARD OF TRUSTEES

of the

GRAND RAPIDS COMMUNITY COLLEGE

and the

FACULTY ASSOCIATION

of the

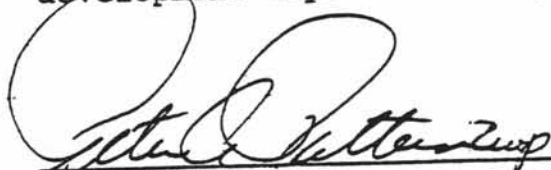
GRAND RAPIDS COMMUNITY COLLEGE

50 min. class time.
2 1/2 exam time
1/2 hr. between exams.


Both parties mutually agree to accept the attached Calendar, for the purpose of meeting the ACS requirement of 800 minutes per credit hour.

It is further agreed that lecture classes will meet 50 minutes per scheduled hour to meet the 800 minute requirement.

There is an increase of one (1) professional development (C-3) day. This addition brings the total professional development days to three (3) for each year.


Peter Patterson
Chief Negotiator
GRCC

1/22/97
date


Richard Godfrey
Chief Negotiator
GRCC Faculty Association

1/22/97
date

FALL 1998

August 24	Monday	Admin & Dept/Individual Faculty Prep
August 25	Tuesday	Classes Begin
September 7	Monday	Labor Day
November 26	Thursday	Thanksgiving Recess
November 27	Friday	Thanksgiving Recess
December 14	Monday	Classes End
December 15	Tuesday	Final Exams
December 16	Wednesday	Final Exams
December 17	Thursday	Final Exams
December 18	Friday	Final Exams
December 21	Monday	Records Day/Final grades due

WINTER 1999

January 5	Tuesday	Admin & Dept/Individual Faculty Prep
January 6	Wednesday	Classes Begin
March 1 - 5	Monday-Friday	Spring Recess
April 2	Friday	Good Friday
April 30	Friday	Classes End
May 3	Monday	Final Exams
May 4	Tuesday	Final Exams
May 5	Wednesday	Final Exams
May 6	Thursday	Final Exams
May 7	Friday	Records Day/Final grades due Commencement

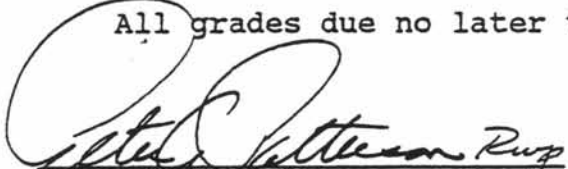
SPRING 1999

A May 10 -- May 28
B May 10 -- June 25
May 24 Memorial Day


SUMMER 1999

C May 31 -- August 6
D July 5 -- August 20

All grades due no later than August 23, 1999


Peter Patterson
Chief Negotiator
GRCC

1/22/97
date


Richard Godfrey
Chief Negotiator
GRCC Faculty Association

1/22/97
date

CCOT CALENDAR 1995-96

CCOT Programs operate each weekday from July 1 through June 30 of each fiscal year with the exception of the following dates:

July 3, 1995	Day before Independence Day (variable)
July 4, 1995	Independence Day
September 4, 1995	Labor Day
November 23, 1995	Thanksgiving Day
November 24, 1995	Day after Thanksgiving
December 25, 1995	Christmas Day
December 26, 1995	Day after Christmas
December 27, 28, 29, 1995	OT classes closed
January 1, 1996	New Year's Eve Day
January 2, 1996	Day after New Year's Day
April 5, 1996	Good Friday
May 27, 1996	Memorial Day

• A-8

1996-1997 CCOT CALENDAR IS NOT AVAILABLE

MEMO OF UNDERSTANDING

between the

BOARD OF TRUSTEES

of the

GRAND RAPIDS COMMUNITY COLLEGE

and the

FACULTY ASSOCIATION

of the

GRAND RAPIDS COMMUNITY COLLEGE

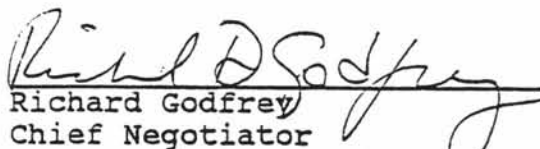
Both parties mutually agree to accept the attached Calendar for CCOT for the 1997-98, 1998-99 school years.



Peter A. Patterson
Chief Negotiator
GRCC

6/2/97

date



Richard Godfrey
Chief Negotiator
GRCC Faculty Association

5/19/97

date

CCOT CALENDAR 1997-98

CCOT Programs operate each weekday from July 1 through June 30 of each fiscal year with the exception of the following dates:

July 3, 1997	Holiday (Non working Day)
July 4, 1997	Holiday (Independence Day)
September 1, 1997	Holiday (Labor Day)
November 27, 1997	Holiday (Thanksgiving Day)
November 28, 1997	Holiday (Day after Thanksgiving)
December 24, 1997	Non working Day
December 25, 1997	Holiday (Christmas Day)
December 26, 1997	Non working Day
December 29-31, 1997	CCOT classes closed (Non working Days)
January 1, 1998	Holiday (New Year's Day)
April 10, 1998	Non working Day (Good Friday)
May 25, 1998	Holiday (Memorial Day)



Peter A. Patterson
Chief Negotiator
GRCC

6/2/97
date



Richard Godfrey
Chief Negotiator
GRCC Faculty Association

5/19/97
date

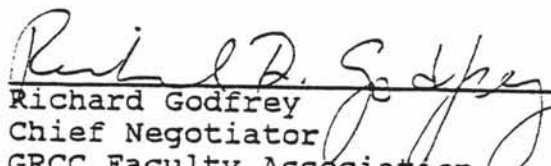
CCOT CALENDAR 1998-99

CCOT Programs operate each weekday from July 1 through June 30 of each fiscal year with the exception of the following dates:

July 3, 1998	Holiday (Non working Day)
September 7, 1998	Holiday (Labor Day)
November 26, 1998	Holiday (Thanksgiving Day)
November 27, 1998	Holiday (Day after Thanksgiving)
December 24, 1998	Non working Day
December 25, 1998	Holiday (Christmas Day)
December 28-31, 1998	Non working Day
January 1, 1998	Holiday (New Year's Day)
January 4, 1999	Non working Day
April 2, 1999	Non working Day (Good Friday)
May 31, 1999	Holiday (Memorial Day)


Peter A. Patterson
Chief Negotiator
GRCC

6/2/97
date


Richard Godfrey
Chief Negotiator
GRCC Faculty Association

5/19/97
date

1995-1996 PRESCHOOL CALENDAR

52 Week Employees

1994 - 1995	1995 - 1996	HOLIDAY
July 4, 1994	July 4, 1995	Independence Day
Sept. 5, 1994	Sept. 4, 1995	Labor Day
Nov. 24, 1994	Nov. 23, 1995	Thanksgiving Day
Nov. 25, 1994	Nov. 24, 1995	Friday After Thanksgiving
*Dec. 23, 1994	Dec. 22, 1995	Day Before Christmas
Dec. 25, 1994	Dec. 25, 1995	Christmas Day
Dec. 26, 1994		Day After Christmas
*Dec. 30, 1994	Dec. 29, 1995	Day Before New Years
Jan. 1, 1995	Jan. 1, 1996	New Year's Day
Jan. 2, 1995		Day After New Years
April 14, 1995	April 4, 1996	Good Friday
May 29, 1995	May 27, 1996	Memorial Day

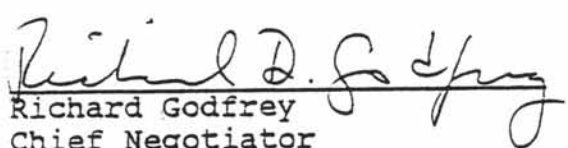
1996-1997 PRESCHOOL CALENDAR IS NOT AVAILABLE

MEMO OF UNDERSTANDING
between the
BOARD OF TRUSTEES
of the
GRAND RAPIDS COMMUNITY COLLEGE
and the
FACULTY ASSOCIATION
of the
GRAND RAPIDS COMMUNITY COLLEGE

Both parties mutually agree to accept the attached Calendar for Laboratory Preschool for the 1997-98 & 1998-99 school years.


Peter A. Patterson
Chief Negotiator
GRCC

6/3/97
date


Richard Godfrey
Chief Negotiator
GRCC Faculty Association

5/19/97
date

1997-98 PRESCHOOL STAFF CALENDAR

Fall 1997

August 22
September 1
November 27
November 28
December 22, 23 & 24
December 25
December 26
December 29, 30 & 31

January 1

January 2

WINTER 1998

January 5
March 2 - 6
May 8

Beginning Date
Holiday (Labor Day)
Holiday (Thanksgiving)
Holiday (Thanksgiving)
Non-Working Days
Holiday
Non-working Days
Non-working Days

Holiday

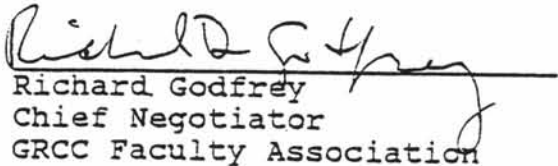
Non working Day RDG 5/19/97

Beginning Date
Non-working Days
Last Day



Peter A. Patterson
Chief Negotiator
GRCC

6/2/97
date



Richard Godfrey
Chief Negotiator
GRCC Faculty Association

5/19/97
date

A-16

1998-99 PRESCHOOL STAFF CALENDAR

Fall 1998

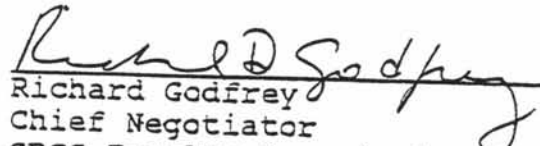
August 21	Beginning Date
September 7	Holiday (Labor Day)
November 26	Holiday (Thanksgiving)
November 27	Holiday (Thanksgiving)
December 21, 22, 23 & 24	Non-Working Days
December 25	Holiday
December 28, 29, 30 & 31	Non-working Days

WINTER 1999

January 1	Holiday
January 4	Beginning Date
March 1 - 5	Non-working Days
May 7	Last Day


Peter A. Patterson
Chief Negotiator
GRCC

6/2/97
date


Richard Godfrey
Chief Negotiator
GRCC Faculty Association

6/2/97
date

Appendix B
SALARY SCHEDULES

Base Salary has been defined as including: the step from the salary schedule, longevity service, longevity training, degree, advanced training beyond a master's degree and G credit. Each of these salary items have been increased at the same rate.

Faculty Salary Schedules
Grand Rapids Community College

B-1 **1995 - 96 @ 3.2%**

Step	34 WEEK			42 WEEK		
	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>
1	23,322	31,084	33,929	27,161	36,212	39,534
2	24,055	32,077	35,094	28,021	37,421	40,870
3	24,962	33,369	36,473	29,143	38,886	42,550
4	25,910	34,575	37,894	30,180	40,310	44,232
5	27,031	36,085	39,403	31,515	42,076	45,955
6	28,282	37,767	40,999	33,023	43,975	47,766
7	29,530	39,403	42,678	34,445	45,955	49,751
8	31,084	41,171	44,964	36,211	48,027	52,421
9	32,594	43,327	47,077	37,983	50,527	54,880
10	34,274	45,569	49,750	39,964	53,070	57,942
11	35,911	47,809	53,804	41,862	55,741	62,770
12	36,757	48,656	54,652	42,708	56,589	63,617

B-2 **1996 - 97 @ 2.8%**

Step	34 WEEK			42 WEEK		
	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>
1	23,975	31,954	34,879	27,922	37,226	40,641
2	24,728	32,975	36,077	28,805	38,469	42,015
3	25,661	34,303	37,494	29,959	39,975	43,742
4	26,636	35,543	38,955	31,025	41,439	45,470
5	27,788	37,095	40,506	32,398	43,254	47,242
6	29,074	38,825	42,147	33,948	45,206	49,104
7	30,356	40,506	43,873	35,410	47,242	51,144
8	31,954	42,323	46,223	37,225	49,372	53,889
9	33,506	44,541	48,395	39,046	51,941	56,416
10	35,233	46,845	51,143	41,083	54,556	59,564
11	36,916	49,148	55,311	43,034	57,302	64,528
12	37,786	50,018	56,182	43,904	58,173	65,398

Faculty Salary Schedules
Grand Rapids Community College

B-3

1997 - 98 @ 4%

<u>Step</u>	<u>34 WEEK</u>			<u>42 WEEK</u>		
	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>
1	24,934	33,232	36,274	29,039	38,715	42,266
2	25,718	34,294	37,520	29,958	40,008	43,695
3	26,687	35,675	38,994	31,157	41,574	45,491
4	27,701	36,965	40,513	32,266	43,096	47,289
5	28,900	38,579	42,126	33,694	44,984	49,131
6	30,237	40,378	43,833	35,306	47,014	51,068
7	31,571	42,126	45,628	36,826	49,131	53,189
8	33,232	44,016	48,072	38,714	51,347	56,045
9	34,847	46,322	50,331	40,608	54,019	58,673
10	36,643	48,719	53,188	42,727	56,738	61,947
11	38,393	51,114	57,523	44,756	59,594	67,109
12	39,297	52,019	58,429	45,660	60,500	68,014

B-4

1998 - 99 @ 4%

<u>Step</u>	<u>34 WEEK</u>			<u>42 WEEK</u>		
	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>
1	25,932	34,562	37,725	30,200	40,263	43,957
2	26,746	35,666	39,021	31,156	41,608	45,443
3	27,755	37,102	40,554	32,403	43,236	47,311
4	28,809	38,444	42,134	33,556	44,820	49,180
5	30,056	40,122	43,811	35,041	46,783	51,097
6	31,446	41,993	45,586	36,718	48,895	53,110
7	32,834	43,811	47,453	38,299	51,097	55,317
8	34,562	45,777	49,995	40,262	53,401	58,287
9	36,240	48,175	52,344	42,232	56,180	61,020
10	38,108	50,667	55,316	44,436	59,007	64,424
11	39,928	53,159	59,824	46,546	61,978	69,793
12	40,869	54,100	60,766	47,487	62,920	70,734

Faculty Salary Schedules
Grand Rapids Community College

B-5 **1999 -00 @ 4%**

<u>Step</u>	34 WEEK			42 WEEK		
	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>
1	26,969	35,944	39,234	31,408	41,874	45,715
2	27,816	37,092	40,582	32,402	43,273	47,261
3	28,865	38,586	42,176	33,699	44,966	49,204
4	29,962	39,981	43,819	34,899	46,613	51,148
5	31,258	41,727	45,564	36,443	48,655	53,140
6	32,704	43,672	47,410	38,186	50,850	55,235
7	34,147	45,564	49,352	39,831	53,140	57,530
8	35,944	47,608	51,995	41,873	55,537	60,618
9	37,690	50,102	54,438	43,922	58,427	63,461
10	39,633	52,694	57,528	46,213	61,368	67,001
11	41,525	55,285	62,217	48,408	64,457	72,585
12	42,504	56,264	63,197	49,386	65,437	73,564

B-6 **2000 -01 @ 4%**

<u>Step</u>	34 WEEK			42 WEEK		
	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>	<u>NonDegree</u>	<u>BA-BS</u>	<u>Masters</u>
1	28,048	37,382	40,804	32,664	43,549	47,544
2	28,929	38,576	42,205	33,698	45,003	49,151
3	30,020	40,130	43,863	35,047	46,765	51,172
4	31,160	41,581	45,572	36,295	48,477	53,193
5	32,508	43,396	47,386	37,901	50,601	55,266
6	34,012	45,419	49,306	39,714	52,884	57,444
7	35,513	47,386	51,326	41,424	55,266	59,831
8	37,382	49,512	54,075	43,548	57,758	63,043
9	39,198	52,106	56,615	45,679	60,764	65,999
10	41,218	54,802	59,830	48,062	63,822	69,681
11	43,186	57,496	64,706	50,344	67,035	75,489
12	44,204	58,514	65,725	51,362	68,054	76,506

**CCOT Salary Schedules
Grand Rapids Community College**

B-7

1995-96 @ 3.2%

<u>Step</u>	<u>Instructor</u>	<u>Step</u>	<u>Technical Assistant</u>	<u>Management I</u>	<u>Management II</u>	<u>Support I</u>	<u>Support II</u>	<u>Support III</u>
1	31,849	1	12,739	32,484	40,128	21,657	29,300	44,587
2	34,396	2	14,012	34,396	42,039	22,931	31,210	46,497
3	36,944	3	15,287	36,307	43,951	24,205	33,122	48,408
4	39,492	4	16,562	38,218	45,861	25,478	35,032	50,319
5	42,039	5	17,835	40,128	47,771	26,752	36,944	52,231
6	43,951	6	19,109	42,039	49,683	28,026	38,854	54,141
7	45,861	7	20,383	43,951	51,594	29,300	40,764	56,051
8	47,771	8	21,657	45,861	53,505	30,574	42,676	57,963
9	49,683							
10	51,594							
11	53,505							
12	55,415							

B-8

1996-97 @ 2.8%

<u>Step</u>	<u>Instructor</u>	<u>Step</u>	<u>Technical Assistant</u>	<u>Management I</u>	<u>Management II</u>	<u>Support I</u>	<u>Support II</u>	<u>Support III</u>
1	32,740	1	13,096	33,394	41,252	22,263	30,120	45,835
2	35,359	2	14,405	35,359	43,216	23,573	32,084	47,799
3	37,978	3	15,715	37,323	45,181	24,882	34,049	49,763
4	40,597	4	17,025	39,288	47,145	26,191	36,013	51,728
5	43,216	5	18,334	41,252	49,109	27,501	37,978	53,693
6	45,181	6	19,644	43,216	51,074	28,811	39,942	55,657
7	47,145	7	20,954	45,181	53,038	30,120	41,905	57,620
8	49,109	8	22,263	47,145	55,003	31,430	43,871	59,586
9	51,074							
10	53,038							
11	55,003							
12	56,967							

**CCOT Salary Schedules
Grand Rapids Community College**

B-9 **1997-98 @ 4%**

<u>Step</u>	<u>Instructor</u>	<u>Step</u>	<u>Technical Assistant</u>	<u>Management I</u>	<u>Management II</u>	<u>Support I</u>	<u>Support II</u>	<u>Support III</u>
1	34,050	1	13,620	34,730	42,902	23,153	31,325	47,668
2	36,773	2	14,981	36,773	44,944	24,516	33,367	49,711
3	39,497	3	16,344	38,816	46,989	25,878	35,411	51,754
4	42,221	4	17,706	40,860	49,031	27,239	37,454	53,797
5	44,944	5	19,068	42,902	51,073	28,601	39,497	55,841
6	46,989	6	20,429	44,944	53,117	29,963	41,539	57,883
7	49,031	7	21,792	46,989	55,160	31,325	43,582	59,925
8	51,073	8	23,153	49,031	57,203	32,687	45,626	61,970
9	53,117							
10	55,160							
11	57,203							
12	59,246							

1998-99 @ 4%

B-10

<u>Step</u>	<u>Instructor</u>	<u>Step</u>	<u>Technical Assistant</u>	<u>Management I</u>	<u>Management II</u>	<u>Support I</u>	<u>Support II</u>	<u>Support III</u>
1	35,412	1	14,164	36,119	44,618	24,080	32,578	49,575
2	38,244	2	15,580	38,244	46,742	25,497	34,702	51,699
3	41,077	3	16,997	40,369	48,868	26,913	36,828	53,824
4	43,910	4	18,415	42,494	50,992	28,329	38,952	55,949
5	46,742	5	19,830	44,618	53,116	29,745	41,077	58,074
6	48,868	6	21,246	46,742	55,241	31,162	43,201	60,198
7	50,992	7	22,664	48,868	57,366	32,578	45,325	62,322
8	53,116	8	24,080	50,992	59,491	33,995	47,451	64,449
9	55,241							
10	57,366							
11	59,491							
12	61,615							

**CCOT Salary Schedules
Grand Rapids Community College**

1999-00 @ 4%

B-11

<u>Step</u>	<u>Instructor</u>	<u>Step</u>	<u>Technical Assistant</u>	<u>Management I</u>	<u>Management II</u>	<u>Support I</u>	<u>Support II</u>	<u>Support III</u>
1	36,828	1	14,731	37,564	46,403	25,043	33,881	51,558
2	39,774	2	16,203	39,774	48,612	26,517	36,090	53,767
3	42,720	3	17,677	41,984	50,823	27,989	38,301	55,977
4	45,666	4	19,151	44,194	53,032	29,462	40,510	58,187
5	48,612	5	20,624	46,403	55,241	30,934	42,720	60,397
6	50,823	6	22,096	48,612	57,451	32,408	44,929	62,606
7	53,032	7	23,570	50,823	59,661	33,881	47,138	64,815
8	55,241	8	25,043	53,032	61,871	35,355	49,349	67,026
9	57,451							
10	59,661							
11	61,871							
12	64,080							

B-12

2000-01 @ 4%

<u>Step</u>	<u>Instructor</u>	<u>Step</u>	<u>Technical Assistant</u>	<u>Management I</u>	<u>Management II</u>	<u>Support I</u>	<u>Support II</u>	<u>Support III</u>
1	38,302	1	15,320	39,066	48,259	26,044	35,236	53,620
2	41,365	2	16,852	41,365	50,556	27,577	37,533	55,918
3	44,429	3	18,384	43,663	52,856	29,109	39,833	58,216
4	47,493	4	19,917	45,962	55,153	30,640	42,130	60,515
5	50,556	5	21,449	48,259	57,450	32,172	44,429	62,813
6	52,856	6	22,980	50,556	59,749	33,705	46,726	65,110
7	55,153	7	24,513	52,856	62,047	35,236	49,023	67,408
8	57,450	8	26,044	55,153	64,346	36,769	51,323	69,708
9	59,749							
10	62,047							
11	64,346							
12	66,643							

**Preschool Salary Schedule
Grand Rapids Community College**

B-13 1995/96 – 3.2%

<u>Step</u>	<u>Instructor I</u>	<u>Instructor II</u>
1	\$14.27	\$10.69
2	\$14.77	\$11.08
3	\$15.23	\$11.42
4	\$15.85	\$11.86
5	\$16.44	\$12.31
6	\$17.14	\$12.84
7	\$17.94	\$13.55

B-14 1996/97 – 2.8%

<u>Step</u>	<u>Instructor I</u>	<u>Instructor II</u>
1	\$14.67	\$10.99
2	\$15.18	\$11.39
3	\$15.66	\$11.74
4	\$16.30	\$12.19
5	\$16.90	\$12.66
6	\$17.62	\$13.20
7	\$18.44	\$13.93

B-15 1997/98 – 4.0%

<u>Step</u>	<u>Instructor I</u>	<u>Instructor II</u>
1	\$15.26	\$11.43
2	\$15.79	\$11.85
3	\$16.29	\$12.21
4	\$16.95	\$12.68
5	\$17.58	\$13.16
6	\$18.33	\$13.73
7	\$19.18	\$14.49

B-16 1998/99 - 4.0%

<u>Step</u>	<u>Instructor I</u>	<u>Instructor II</u>
1	\$15.87	\$11.89
2	\$16.42	\$12.32
3	\$16.94	\$12.70
4	\$17.63	\$13.18
5	\$18.28	\$13.69
6	\$19.06	\$14.27
7	\$19.94	\$15.07

B-17 1999/00 – 4.0%

<u>Step</u>	<u>Instructor I</u>	<u>Instructor II</u>
1	\$16.50	\$12.36
2	\$17.08	\$12.82
3	\$17.61	\$13.21
4	\$18.33	\$13.71
5	\$19.01	\$14.24
6	\$19.82	\$14.85
7	\$20.74	\$15.67

B-18 2000/01 – 4.0%

<u>Step</u>	<u>Instructor I</u>	<u>Instructor II</u>
1	\$17.16	\$12.86
2	\$17.76	\$13.33
3	\$18.32	\$13.74
4	\$19.06	\$14.26
5	\$19.77	\$14.81
6	\$20.61	\$15.44
7	\$21.57	\$16.30

B-19 FULL TIME FACULTY

LONGEVITY SERVICE	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01
Longevity Service-13 yr.	341	350	364	379	394	410
Longevity Service-18 yr.	1156	1188	1236	1285	1337	1390
Longevity Service-23 yr.	1156	1188	1236	1285	1337	1390
Longevity Service-28 yr.	1156	1188	1236	1285	1337	1390
Longevity Service-33 yr.	1156	1188	1236	1285	1337	1390

B-20 FULL TIME FACULTY

LONGEVITY TRAINING	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01
Longevity Training-18th yr.	1156	1188	1236	1285	1337	1390
Longevity Training-23th yr.	1156	1188	1236	1285	1337	1390
Longevity Training-28th yr.	1156	1188	1236	1285	1337	1390
Longevity Training-33th yr.	1156	1188	1236	1285	1337	1390

B-21 CCOT

LONGEVITY SERVICE	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01
Longevity Service -11th yr.	516	530	552	574	597	621
Longevity Service -16th yr.	774	796	827	861	895	931
Longevity Service -21st yr.	1032	1061	1103	1147	1193	1241

B-22 PRESCHOOL

LONGEVITY SERVICE	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01
Longevity Service - 6th yr.	222	228	237	247	257	267
Longevity Service - 11th yr.	397	408	425	442	459	478
Longevity Service - 16th yr.	588	605	629	654	680	707
Longevity Service - 21st yr.	789	812	844	878	913	949

B-23

ADVANCED TRAINING BEYOND A MASTER'S DEGREE	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01
Adv Training - MA+10	677	696	724	753	785	816
Adv Training - MA+20	1015	1044	1086	1129	1177	1224
Adv Training - MA+30	1354	1392	1448	1505	1569	1632
Specialist	1692	1740	1809	1882	1962	2040
Doctorate	3392	3487	3627	3772	3923	4080

B-24**DEPARTMENT HEAD COMPENSATION**

	BASE LOAD	CONTACT HOURS	STIPENDS				
			1996-97	1997-98	1998-99	1999-00	2000-01
FALL	Regular Load	15	*	\$2,000			
WINTER	Regular Load	15	\$2,000	\$2,000			
SUMMER		15	\$1,000	\$3,500			
TOTAL			\$3,000	\$7,500			

FALL	Reduced Load 3 hours	12			\$1,850	\$1,900	\$1,950
WINTER	Reduced Load 3 hours	12			\$1,850	\$1,900	\$1,950
SUMMER					\$1,850	\$1,900	\$1,950
TOTAL					\$5,500	\$5,700	\$5,850

*Division chairs received twelve hours release time and a 32% of MA base stipend for 1995-96. They received half of this amount for Fall semester, 1996.

COORDINATOR, PROGRAM DIRECTOR AND TEAM LEADER COMPENSATION

Coordinator, Program Director and Team Leader compensation (i.e., release time, stipends, reduced load) will not be less than the amount in effect for the 1997-98 contract year.

Current Titles:

Coordinator of Curriculum Development
 Coordinator of Spectrum Theater
 Director of Child Development/Preschool
 Director of Dental Auxiliary
 Director of Hospitality Education
 Director of Instrumental Music
 Director of Learners College
 Director of Nursing
 Director of Occupational Therapy Assisting
 Director of Performing Arts
 Director of Radiation Technology
 Director of Work-based Learning
 Program Director/Counseling
 Team Leader/Counseling

B-25**OVERLOAD, PART TIME/ADJUNCT FACULTY AND SUMMER SEMESTER TEACHING**

Contact Hourly Rates	'95-96	'96-97	'97-98	'98-99	'99-00	'00-01
Non degree	\$706	\$672	\$572/622	\$640	\$658	\$676
Bachelors degree	\$941	\$858	\$758/824	\$846	\$868	\$890
Masters degree	\$1027	\$927	\$827/\$900	\$925	\$950	\$975

B-26**SUMMER REGISTRATION AND COUNSELING – HOURLY RATE**

Faculty employed in summer registration or counseling, except for those working in their regular assignment, shall be paid:

'97-98	'98-99	'99-00	'00-01
\$28	\$29	\$30	\$31

B-27**PART TIME HOURLY RATE FOR NON-TEACHING FACULTY**

'97-98	'98-99	'99-00	'00-01
\$28	\$29	\$30	\$31

Appendix C
JOB TITLES

Titles	Extra Curricular
Assistant Athletic Director	Assistant Baseball Coach
Athletic Director	Assistant Basketball Coach
CCOT Instructor	Assistant Football Coach
CCOT Management	Assistant Softball Coach
CCOT Support	Assistant Volleyball Coach
CCOT Technical Assistant	Baseball Coach
Coordinator (Program)	Basketball Coach
Coordinator of Curriculum Development	Cheerleading Coach
Coordinator of Spectrum Theater	Collegiate Advisor
Counselor/Professional Academic Advisor	Culinary Coach
Department Heads:	Display Magazine Advisor
Manufacturing	Eligibility
Drafting & Design	Equipment Manager Athletics
Applied Technology	Football Coach
Accounting/ Office Administration	Forensics/Drama Coach
General Business	Golf Coach
Criminal Justice	Instrumental Music Coach
Computer Applications	Radiation Safety Officer
Mathematics	Softball Coach
Physical Science	Tennis Coach/Men
Biological Science	Tennis Coach/Women
General Health & Wellness	Vocal Music Coach
Social Sciences	Volleyball Coach
Behavioral Sciences	
Language & Thought	Assignments currently unoccupied
English	Assistant Cross Country Coach
Visual Arts	Assistant Swimming Coach
Director (Program)	Assistant Track Coach
Director of Child Development/Preschool	Assistant Wrestling Coach
Director of Dental Auxiliary	Cross Country Coach
Director of Hospitality Education	Debate Coach
Director of Instrumental Music	Swimming Coach
Director of Learners College	Track Coach
Director of Nursing	Wrestling Coach
Director of Occupational Therapy Assisting	
Director of Performing Arts	
Director of Radiation Technology	
Director of Support Services	
Director of Work-based Learning	
Instructor	
Librarian	
Preschool Instructor I	
Preschool Instructor II	
Program Director/Counseling	

Appendix D
CURRENT DEPARTMENTS/PROGRAMS AND ACADEMIC AREAS

SCHOOL OF WORKFORCE DEVELOPMENT	Department/Program	Academic Area
	Manufacturing	Technology
	Drafting & Design	Technology
	Applied Technology	Technology
	Work Based Learning	Technology
	Accounting/ Office Administration	Business
	General Business	Business
	Criminal Justice	
	Computer Applications	
SCHOOL OF MATHEMATICS, SCIENCE, HEALTH, WELLNESS	Department/Program	Academic Area
	Mathematics Department	
	Physical Sciences Department	
	Biological Sciences Department	
	General Health & Wellness Department	
	Dental Auxiliary Program	
	Occupational Therapy Assisting Program	
	Nursing Program	
	Radiologic Program	
	Child Development Program	
SCHOOL OF SOCIAL SCIENCE & HUMANITIES	Department	Academic Area
	Social Sciences Department	
	Behavioral Sciences Department	
	Language & Thought Department	
	English Department	
	Hospitality Education Department	
	Visual Arts Department	
	Performing Arts Department	

Appendix E
EXTRA CURRICULAR RENUMERATION

	1995-96	1996-97	1997-98	1998-99	1999-2000
Athletic Director	32%MA	32%MA	32%MA	32%MA	32%MA
Assistant Athletic Director	16%MA	16%MA	16%MA	16%MA	16%MA

For Academic Years 1998/99-2000/01	1st YEAR	2nd YEAR	3rd YEAR	4th YEAR	5th YEAR
Assistant Baseball Coach	2052	2394	2736	3078	3421
Assistant Basketball Coach	3421	3763	4105	4447	4789
Assistant Football Coach	3421	3763	4105	4447	4789
Assistant Softball Coach	2052	2394	2736	3078	3421
Assistant Volleyball Coach	2052	2394	2736	3078	3421
Baseball Coach	4447	4789	5131	5473	6157
Basketball Coach	5815	6157	6499	6841	7525
Collegiate Advisor	3421	3763	4105	4447	4789
Display Advisor	3421	3763	4105	4447	4789
Football Coach	5815	6157	6499	6841	7525
Forensics/Drama Coach	684	1026	1368	1710	2052
Golf Coach	3078	3421	3763	4105	4789
Instrumental Music Coach	3078	3421	3763	4105	4447
Softball Coach	4447	4789	5131	5473	6157
Tennis Coach (Men or Women)	3078	3421	3763	4105	4789
Vocal Music Coach	3078	3421	3763	4105	4447
Volleyball Coach	3763	4105	4447	4789	5473
Eligibility	2394				
Equipment Manager/Athletics	2052				
Radiation Safety Officer	2394				
Culinary Coach	2052				
Cheerleading Coach	2394				
Assistant Cross Country	1710	2052	2394	2736	3078
Assistant Swimming Coach	2052	2394	2736	3078	3421
Assistant Track Coach	2052	2394	2736	3078	3421
Assistant Wrestling Coach	2052	2394	2736	3078	3421
Cross Country Coach	3421	3763	4105	4447	5131
Debate Coach	3078	3421	3763	4105	4447
Swimming Coach	4105	4447	4789	5131	5815
Track Coach	4105	4447	4789	5131	5815
Wrestling Coach	4105	4447	4789	5131	5815

Appendix F
PAY RATES, IN CONTACT HOURS (CH), FOR
“PROJECT SEMINAR” COURSES

<u>No. Students</u>	<u>Course 291</u>	<u>Course 292</u>	<u>Course 293</u>
1	1/15 = 0.133 CH	1/7.5 = 0.267 CH	1/5 = 0.400 CH
2	2/15 = 0.133 CH	2/7.5 = 0.267 CH	2/5 = 0.400 CH
3	3/15 = 0.267 CH	3/7.5 = 0.533 CH	3/5 = 0.800 CH
4	4/15 = 0.267 CH	4/7.5 = 0.533 CH	4/5 = 0.800 CH
5	5/15 = 0.333 CH	5/7.5 = 0.667 CH	5/5 = 1.000 CH
6	6/15 = 0.400 CH	6/7.5 = 0.800 CH	6/5 = 1.200 CH
7	7/15 = 0.467 CH	7/7.5 = 0.933 CH	7/5 = 1.400 CH
8	8/15 = 0.533 CH	8/7.5 = 1.067 CH	8/5 = 1.600 CH
9	9/15 = 0.600 CH	9/7.5 = 1.200 CH	9/5 = 1.800 CH
10	10/15 = 0.667 CH	10/7.5 = 1.333 CH	10/5 = 2.000 CH
11	11/15 = 0.733 CH	11/7.5 = 1.467 CH	11/5 = 2.200 CH
12	12/15 = 0.800 CH	12/7.5 = 1.600 CH	12/5 = 2.400 CH
13	13/15 = 0.867 CH	13/7.5 = 1.733 CH	13/5 = 2.600 CH
14	14/15 = 0.933 CH	14/7.5 = 1.867 CH	14/5 = 2.800 CH
15	15/15 = 1.000 CH	15/7.5 = 2.000 CH	15/5 = 3.000 CH

Each credit hour requires 16 contacts per semester.
 See memo of understanding dated November 29, 1983.

**Appendix G
SPECIAL TRAINING**

All special training increments previously earned under the 1991-94 agreement will continue to be paid at the rate of 1% of MA step one (1) per increment. Special training increments can no longer be earned.

**Appendix H
HEALTH CARE OPTION PLANS**

1. Cancer Intensive Care Insurance
2. Short Term Disability
3. Long Term Disability
4. Term Life Insurance
5. Cash
6. Or any combination of the above

**Appendix I
TWO (2) MEMOS OF UNDERSTANDING**

ATTACHED:

- | | |
|----------------------------------|-------------------|
| 1 - Distance Learning | December 20, 1994 |
| 2 - Additional Pay for Lab Hours | October 8, 1985 |

ick godfrey

GRAND RAPIDS COMMUNITY COLLEGE
GRAND RAPIDS, MICHIGAN

FACULTY ASSOCIATION
20 DECEMBER 1994

MEMO OF UNDERSTANDING
between the
BOARD OF TRUSTEES
of the
GRAND RAPIDS COMMUNITY COLLEGE
and the
FACULTY ASSOCIATION
of the
GRAND RAPIDS COMMUNITY COLLEGE

Both parties mutually agree to amend the 1994-5 contract to add Article VI, Section B items dealing with "Distance Learning". "Distance Learning" for purposes of the addition is defined as live, 2-way interactive video.

The sessions may not be recorded for rebroadcast.

The maximum number of sites is four (4) which includes the broadcast site.

The maximum number of students allowed is to be no greater than thirty (30).

Faculty are to be compensated for site visitation for both travel time and mileage, as requested by the Administration. Article VI, Section B, paragraph 8 does not apply.

Courier service for course materials to and from distance sites will be provided by the College.

Special training may be required and if so, shall be provided by the College prior to the beginning of the course.

Training or lack of training, does not influence the selection of overload.

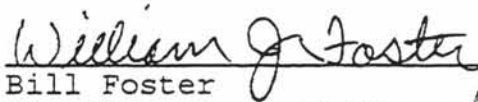
The faculty member is not responsible for technical or other difficulties.

Other issues that may arise shall be mutually agreed upon.

WJG

Memo of Understanding

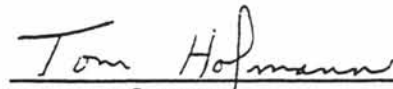
20 December 1994




Bill Foster
Vice President of Community Outreach



Sammy Lee
Executive Director of Personnel



Tom Hofmann
President of Faculty Association



Dick Godfrey
Chief Negotiator

DATE: October 8, 1985
TO: Dean Oldt
FROM: Jack Van Aartsen
SUBJECT: Additional Pay for Lab Hours

As we are now offering lab/telecourses, it is necessary to develop a consistent policy for paying instructors for the enrollment patterns in those labs.

I would propose the following pattern:

0-30 Lab Students - 0 Extra Hours
31-40 Lab Students - 1 Extra Hour
41-50 Lab Students - 2 Extra Hours
51-60 Lab Students - 3 Extra Hours
Etc.

Rationale: Most labs at GRJC have maximum enrollments between 16-24 students. When enrollments exceed 30, an extra lab section has usually been established.

When dealing with telecourse students, it is necessary for the instructor to provide a variety of lab schedules to fit the diverse needs of the student population. All surveys to date indicate that convenience of scheduling is the number one reason for enrolling, and the lab instructor must take this into consideration for lab experiences.

SALARY SCHEDULE FOR MEDIA COURSES

<u>Number of Students</u>	<u>1 Credit Course</u>	<u>Credit/Contact Hours of Pay</u> <u>2 Credit Course</u>	<u>3 Credit Course</u>	<u>4 Credit Course</u>
0-40	1	2	3	4
41-50	2	3	4	5
51-60	3	4	5	6
61-70	4	5	6	7
71-80	5	6	7	8
81-90	6	7	8	9
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